



software consumables automation

USER GUIDE

A leading Australian end-to-end solution for [Dose Administration Aids](#)

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Getting started

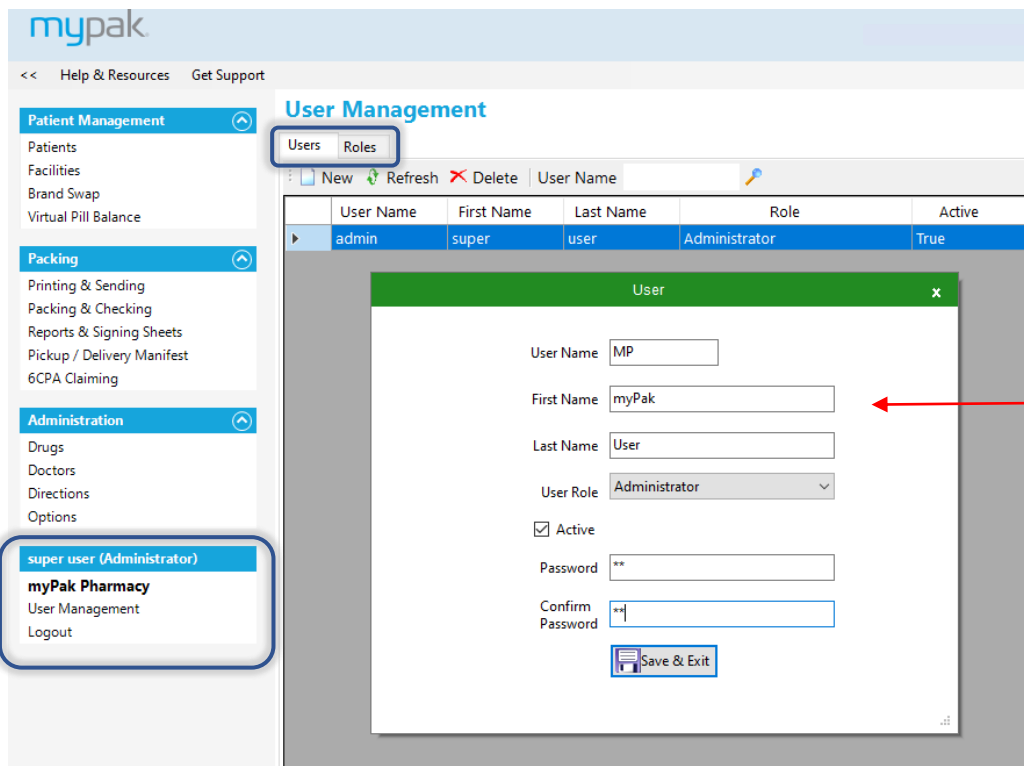
Before you start using the myPak software, you are required to create User profiles to give your staff access. This will save all your activity in the history while logged in. Remember to log out when you have completed your tasks.

Select myPak Software icon to open software

1. Enter the below admin user log in detail
2. Select *Login*



3. Select *User Management*
4. Select *Roles* tab to create roles with specific access to various roles in the Pharmacy
5. Select *New*
6. Enter *Role Name* and tick the relevant boxes to grant specific access.
7. Select *Save & Exit*
8. Select *Users* tab to create users and link to applicable role that you have just created.
9. Select *New*
10. Enter *User details* by completing all the applicable fields
11. Select *Save & Exit*



Enter your user log in details here

Patient Management

Patient Management allows you to manage your facilities, patient profiles and drugs, import and add new patients. It provides you the flexibility to manage your drugs using Brand Swap and your patient’s Virtual Pill Balance.

Facilities

You will need to set-up a facility first to link your patients to the appropriate facility.

1. Select *Facilities*
2. Select *New*
3. Enter in facility *Code*
4. Enter in *Dispense Code* (Only applicable for Premium. This will link the facility in your dispense software)
5. Enter in *Name* and other applicable details.
6. Select *Blister Type* to be packed by this facility.
7. Select *Facility Type*

The following details will print on front of header card:

- a. Community/self-care patient: Patient’s name and address
 - b. Nursing Home/hostel – patients cared for: Patient’s name, facility and room number
8. Select *Manifest* for pick-up for delivery reporting purposes
 9. Select *Default Time-slots* to adjust the name of each time-slot you wish to appear on the foil and blister.
 10. Select *Start Day – Blisters* (Only applicable for PPAK and RPAK)
 11. Select *Save*

The screenshot shows the 'Facility' configuration form. Key elements include:

- Header:** 'Facility' title and 'myPak SOLUTIONS' logo.
- Buttons:** 'Save' and 'Cancel'.
- Logo printed on foil:** A dropdown menu currently set to 'myPak'. A callout box explains: 'Import your Custom Logo when using myPak Solid or myPak Perf. Default: myPak Solutions'.
- Code:** 'SAMPLE' with a '(Links to Dispense)' link.
- Dispense Code:** '1'. A callout box explains: 'Dispense Code can be found in your dispense software.' A red arrow points to the 'RACF ID' field.
- Name:** 'Sample Facility'.
- Blister Type:** 'MyPak-Solid - Weekly Multiple'.
- Facility type:** 'Community /self care patient'.
- Address:** '10 Sample Street'.
- Manifest:** A dropdown menu.
- Location:** Suburb 'Eastern Creek', State 'NSW', Country 'Australia'.
- Contact:** Postcode '0000', Telephone '02 1234 4568', Fax '02 1234 4567'.
- Options:**
 - Exclude from Script Tracker
 - Exclude from Patient Balance
 - Automation (Alpaca)
 - Print & List Patients by Room Number
 - Hide Starting Day
 - Do Not Print Pack Dates on Foil
 - Show Same As Instead of Description in Front Label
 - Auto Import Patients & Scripts
 - iCare - Display Drug Name as Generic (Brand)
 - Use Prison Front Header Labels
 - Automatically mark S8 drugs to be packed
- Time Slots:** 'Shortcourse / Sinemet Timeslots' and 'Default Timeslots' buttons.
- Starting Day - Blisters:** Radio buttons for Monday (selected), Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
- Use Blister:** Radio buttons for 'Blister' (selected) and another option. A callout box explains: 'This only applies to PPAK and RPAK'.

Patients

Once the facilities have been set-up, patient’s profiles can now be manually created or imported from your dispense software.

- Patients that are highlighted in white on the Patient list indicates they are active.
- Other status includes faint yellow – In Hospital, **Yellow** – Newly Imported and **Red** – Inactive/Deceased
- To search for patient, enter in either patient’s First/Last name in the *Name* field.
- To display all patients within a specific facility, select *Facility* from the drop-down box.

Patients

Legend
 Inactive
 In Hospital
 Newly Imported

Select	First Name	Last Name	Facility	Room	Ward	Last Change	Last Checked	Note	Status	6CPA Status
<input type="checkbox"/>	PACKING SAMPLE	TEST	Sample Facility						Newly Imported	6CPA Various
<input type="checkbox"/>	SAMPLE	TEST	Sample Facility						Newly Imported	6CPA Various
<input type="checkbox"/>	TESTING SAMPLE	TEST	Sample Facility						Newly Imported	6CPA Various
<input type="checkbox"/>	Patient	Test	UD7 - Test Facility 1	2	TF	16/09/2020			Active	Not Eligible

There are 2 options on how to enter a patient’s profile into the myPak software.

Option 1: Import Patient’s details from your Dispense software. *Please note this feature is only available with myPak Premium.*

1. Select *Patients*
2. Select *Import*
3. Select *Facility* you wish to assign the patient to
4. Select *Search*
Import new drugs is selected by default. This will add any drugs dispensed in the last selected amount of days.
5. Select the patient/s from the list to be imported. (ctrl + select to highlight multiple patients)
6. Select *Import Selected Patient(s)*
7. Select *Close*

Import patients from dispense

Facility: SAMPLE - Sample Facility

Patient Name:

 Display top: 50

Import new drugs from scripts dispensed in the last 60 days. (max. 9999 days)

Search patients by facility and patient name.

Patient #	Title	Last Name	First Name	Room	Address
85	MR	TEST	PACKING SAMPLE		10 SAMPLE STREET
84	MRS	TEST	SAMPLE		10 SAMPLE STREET
86	MAST	TEST	TESTING SAMPLE		10 SAMPLE STREET

Patients highlighted in dark blue: Selected Patient

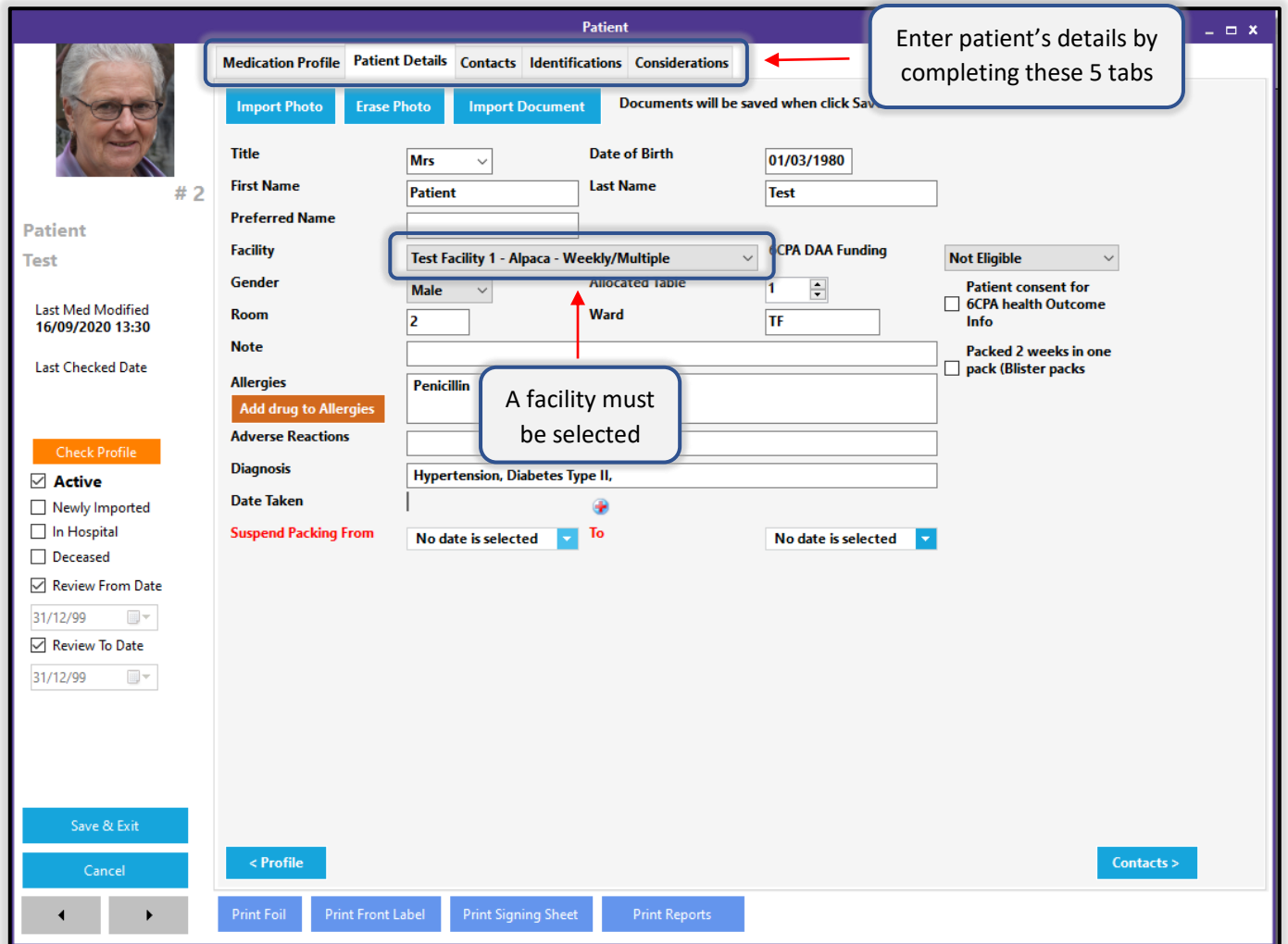
Patients highlighted in white: Patient not added to myPak

Patients Highlighted in light blue: Patients already added to

Code of the Selected Facility: **SAMP (in Dispense)**

Option 2: Add a new Patient manually

1. Select *Patients*
2. Select *New*
3. Enter the patient's details by completing the 5 applicable tabs
4. Select *Save & Exit*

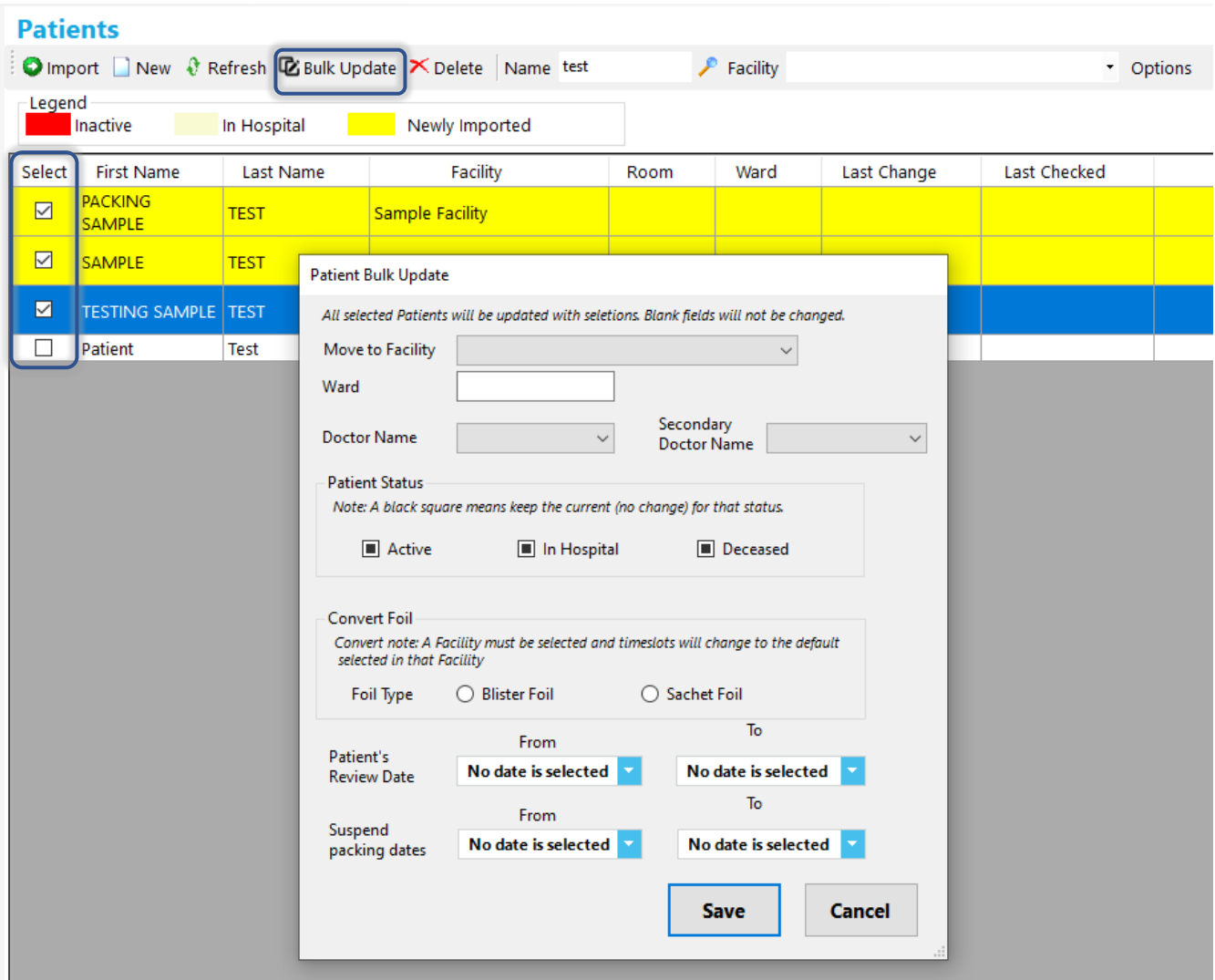


The screenshot shows the 'Patient' form in the myPak software. The form is divided into several tabs: Medication Profile, Patient Details, Contacts, Identifications, and Considerations. The Patient Details tab is active. The form contains various input fields for patient information, including Title, Date of Birth, First Name, Last Name, Preferred Name, Facility, Gender, Room, Note, Allergies, Adverse Reactions, Diagnosis, Date Taken, and Suspend Packing From. A callout box with a red arrow points to the five tabs, stating 'Enter patient's details by completing these 5 tabs'. Another callout box with a red arrow points to the Facility dropdown menu, which is currently set to 'Test Facility 1 - Alpaca - Weekly/Multiple', stating 'A facility must be selected'. The form also includes a 'Check Profile' button, a 'Save & Exit' button, a 'Cancel' button, and several 'Print' buttons at the bottom.

Bulk Update Multiple Patients Details:

This function is used to update multiple patient's details at the same time.

1. Select the Patient you wish to update in bulk by selecting the tick box beside the *First Name* column.
2. Select *Bulk Update*
3. Complete all the fields your wish to bulk update for all selected patients
4. Select *Save*



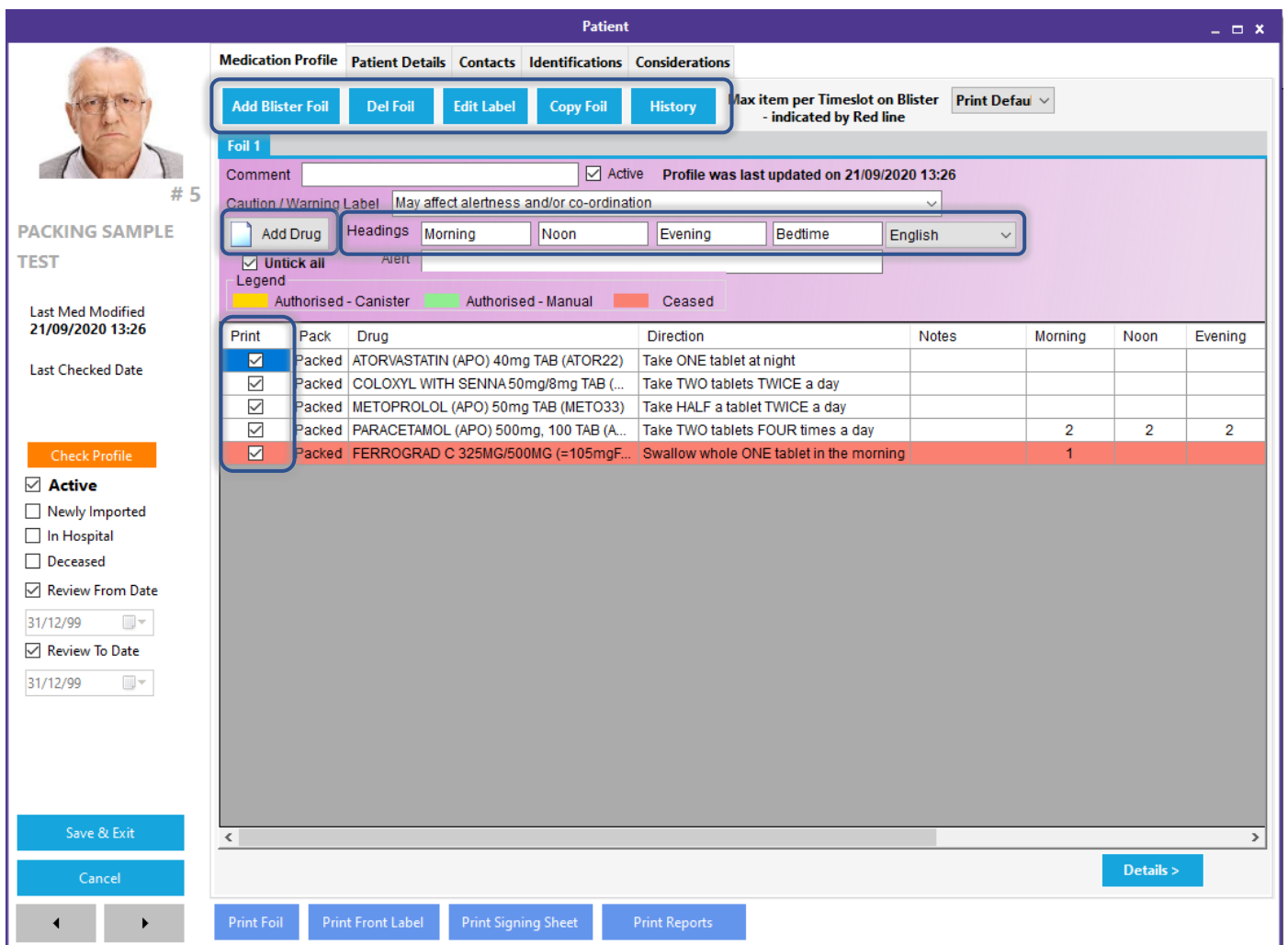
The screenshot shows the 'Patients' management interface. At the top, there are navigation buttons: Import, New, Refresh, Bulk Update (highlighted with a red box), and Delete. A search bar contains 'Name test' and a 'Facility' dropdown. Below this is a legend with three categories: Inactive (red square), In Hospital (yellow square), and Newly Imported (orange square). A table lists patients with columns: Select, First Name, Last Name, Facility, Room, Ward, Last Change, and Last Checked. Three rows are selected (checked in the 'Select' column): 'PACKING SAMPLE TEST' (yellow background), 'SAMPLE TEST' (yellow background), and 'TESTING SAMPLE TEST' (orange background). A fourth row, 'Patient Test', is not selected. A 'Patient Bulk Update' dialog box is open in the foreground, containing the following fields and options:

- Move to Facility:** A dropdown menu.
- Ward:** A text input field.
- Doctor Name:** A dropdown menu.
- Secondary Doctor Name:** A dropdown menu.
- Patient Status:** A section with a note: "Note: A black square means keep the current (no change) for that status." It includes three checkboxes: Active, In Hospital, and Deceased.
- Convert Foil:** A section with a note: "Convert note: A Facility must be selected and timeslots will change to the default selected in that Facility." It includes a 'Foil Type' section with two radio buttons: Blister Foil and Sachet Foil.
- Patient's Review Date:** Two date pickers labeled 'From' and 'To', both showing 'No date is selected'.
- Suspend packing dates:** Two date pickers labeled 'From' and 'To', both showing 'No date is selected'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

Navigate Patient Profile

Medication Profile Tab

- *Add Blister Foil, Del Foil, Edit Label, Copy Foil:* To make adjustments to the foil
- *History:* Historical log indicating all medications added, changed, ceased by specific user
- *Add Drug:* Add a medication manually by entering drug name. Alternatively select *Import from dispense*
- *Headings:* Manually change the default mealtime headings and select a language from the drop-down box if applicable.
- *Print tick-box:* Un-ticked medications will **NOT** print on Blister Pack labels/Foils, certain reports and signing sheets. Use the *Untick All, Tick All* or manually tick the medication applicable.



Patient Medication Profile

Medication Profile | Patient Details | Contacts | Identifications | Considerations

Max item per Timeslot on Blister - indicated by Red line

Foil 1

Comment: Active Profile was last updated on 21/09/2020 13:26

Caution / Warning Label: May affect alertness and/or co-ordination

Headings:
 Language:

Untick all Legend

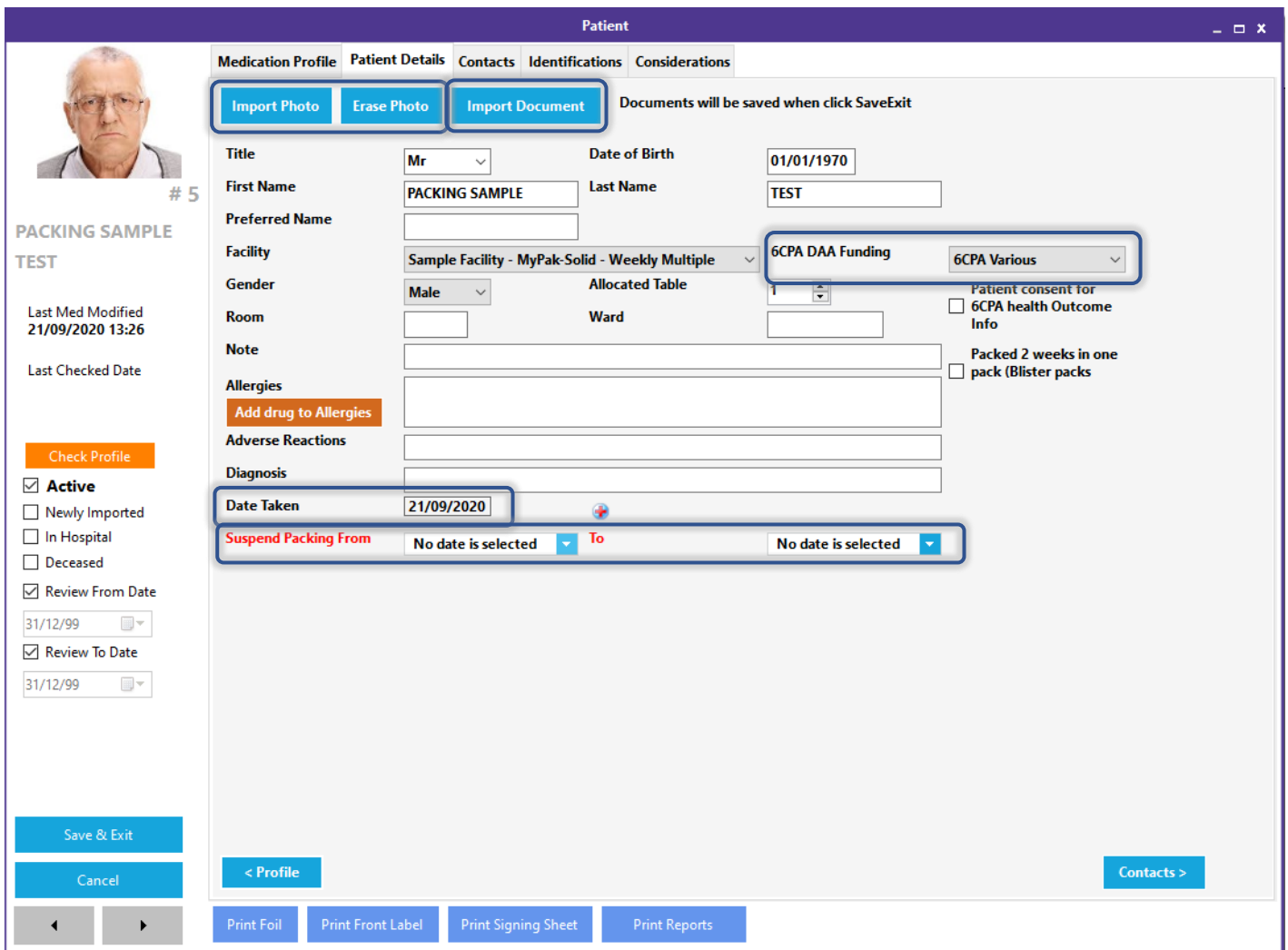
Authorised - Canister
 Authorised - Manual
 Ceased

Print	Pack	Drug	Direction	Notes	Morning	Noon	Evening
<input checked="" type="checkbox"/>	Packed	ATORVASTATIN (APO) 40mg TAB (ATOR22)	Take ONE tablet at night				
<input checked="" type="checkbox"/>	Packed	COLOXYL WITH SENNA 50mg/8mg TAB (...)	Take TWO tablets TWICE a day				
<input checked="" type="checkbox"/>	Packed	METOPROLOL (APO) 50mg TAB (METO33)	Take HALF a tablet TWICE a day				
<input checked="" type="checkbox"/>	Packed	PARACETAMOL (APO) 500mg, 100 TAB (A...)	Take TWO tablets FOUR times a day		2	2	2
<input checked="" type="checkbox"/>	Packed	FERROGRAD C 325MG/500MG (=105mgF...)	Swallow whole ONE tablet in the morning		1		

Active
 Newly Imported
 In Hospital
 Deceased
 Review From Date: 31/12/99
 Review To Date: 31/12/99

Patient Details Tab

- *Import Photo/Erase Photo:* Add or delete patient photos. Size Limit: 300KB
- *Import Document:* Documents in form of PDF, Word/Excel can be imported to save to patient’s profile. Size limit: 50MB/file. Total limit for all files: 180MB.
- *Name, DOB, Facility, Gender, Ward* are auto populated when importing Patient’s details from your dispense software. Alternatively, they can be added and edited manually.
- *PAA DAA Funding:* Select the options from the drop-down box in order to submit PPA claim.
- *Notes:* Add notes to display in the Notes column on the main Patient List page. It will also print on certain labels for blister packs.
- *Allergies:* Enter the drug or manual text that patient is allergic to. A warning will appear when any drug containing the same text is being added to patient’s medication profile.
- *Date Taken:* Select date the photo was taken. This will appear under the patient’s photo on certain reports and signing sheets.
- *Suspend Packing From:* Select date you wish to suspend packing from and to. Warning will appear when trying to print foil/labels with pack start date within this date range.



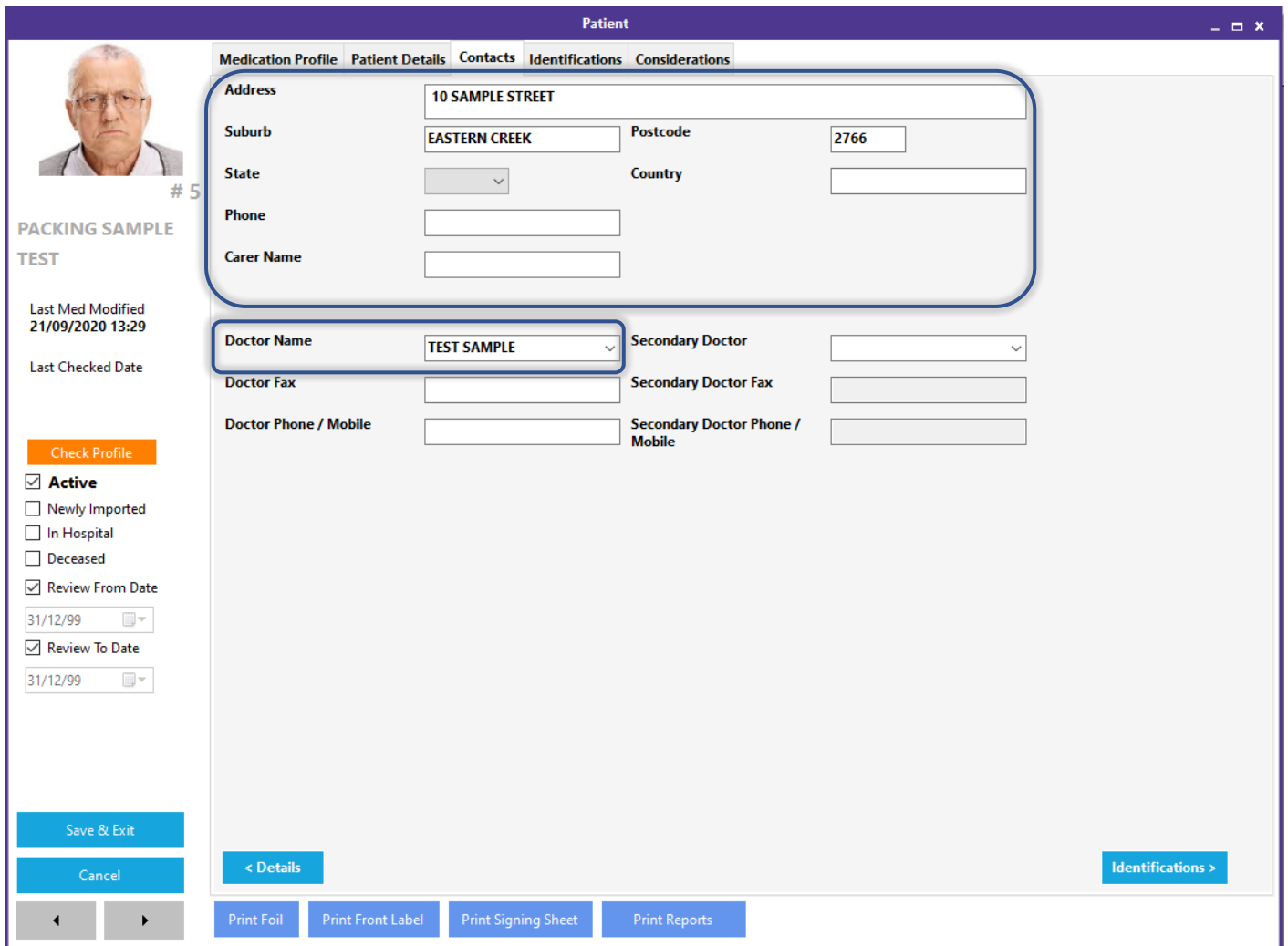
The screenshot shows the 'Patient Details' tab in a software application. At the top, there are tabs for 'Medication Profile', 'Patient Details', 'Contacts', 'Identifications', and 'Considerations'. Below these are buttons for 'Import Photo', 'Erase Photo', and 'Import Document'. The main form area contains the following fields and options:

- Title:** Mr (dropdown)
- Date of Birth:** 01/01/1970
- First Name:** PACKING SAMPLE
- Last Name:** TEST
- Preferred Name:** (empty text field)
- Facility:** Sample Facility - MyPak-Solid - Weekly Multiple (dropdown)
- Gender:** Male (dropdown)
- Allocated Table:** (dropdown)
- Room:** (empty text field)
- Ward:** (empty text field)
- Note:** (empty text field)
- Allergies:** (empty text field)
- Adverse Reactions:** (empty text field)
- Diagnosis:** (empty text field)
- Date Taken:** 21/09/2020
- Suspend Packing From:** No date is selected (dropdown)
- To:** No date is selected (dropdown)
- 6CPA DAA Funding:** 6CPA Various (dropdown)
- 6CPA Various:** (dropdown)
- Patient consent for 6CPA health Outcome Info:**
- Packed 2 weeks in one pack (Blister packs):**

On the left side, there is a patient profile summary for 'PACKING SAMPLE TEST' with a photo and a 'Check Profile' button. Below that are checkboxes for 'Active', 'Newly Imported', 'In Hospital', and 'Deceased', along with 'Review From Date' and 'Review To Date' fields set to 31/12/99. At the bottom, there are buttons for 'Save & Exit', 'Cancel', '< Profile', 'Print Foil', 'Print Front Label', 'Print Signing Sheet', and 'Print Reports', along with a 'Contacts >' button.

Patient Contacts Tab

- *Address, Suburb, Postcode, State* is auto populated when importing Patient’s details from your dispense software. Alternatively, they can be added and edited manually.
- Manually enter in *Country, Phone and Carer Name*.
- *Doctor Name* is auto populated when importing Patient’s details from your dispense software however only if a preferred Doctor is assigned to patient’s dispense profile. Alternatively, select from the drop-down box to select a different Doctor. You can also enter a new Doctor’s name which will be saved for future use. (Refer to Page 45)



Patient

Medication Profile Patient Details **Contacts** Identifications Considerations

Address: 10 SAMPLE STREET

Suburb: EASTERN CREEK Postcode: 2766

State: [dropdown] Country: [text]

Phone: [text]

Carer Name: [text]

Doctor Name: TEST SAMPLE Secondary Doctor: [dropdown]

Doctor Fax: [text] Secondary Doctor Fax: [text]

Doctor Phone / Mobile: [text] Secondary Doctor Phone / Mobile: [text]

PACKING SAMPLE TEST # 5

Last Med Modified: 21/09/2020 13:29

Last Checked Date: [text]

Check Profile

Active

Newly Imported

In Hospital

Deceased

Review From Date

31/12/99 [calendar icon]

Review To Date

31/12/99 [calendar icon]

Save & Exit

Cancel

< Details

Identifications >

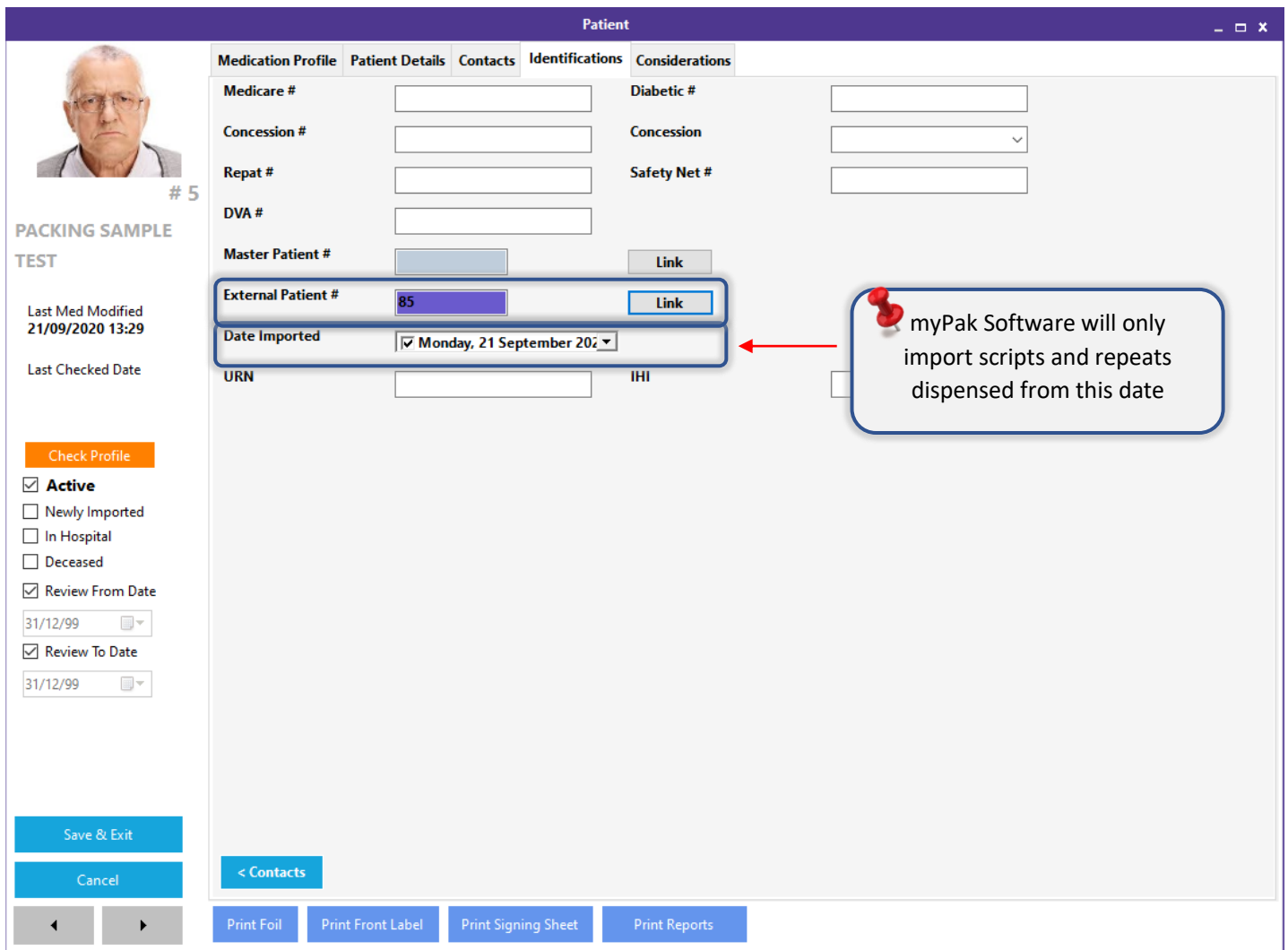
Print Foil Print Front Label Print Signing Sheet Print Reports

Patient Identification Tab:

- Medicare and Concession numbers are auto populated when importing Patient’s details from your dispense software. Alternatively, they can be added and edited manually.

The following features applies to myPak Premium.

- External Patient number is auto populated when importing Patient’s details from your dispense software. Alternatively, it can be added and edited manually to link to their Dispense software Profile.
- To add the external patient number manually, select the *Link* button, search for patient’s Dispense Software ID Number. The field is now highlighted yellow, enter in the ID Number. Select *Link* again, the field will now be highlighted purple and is now linked to the Dispense Profile.
- *Date Imported:* myPak Software will only import repeats from scripts and repeats dispensed from this date.



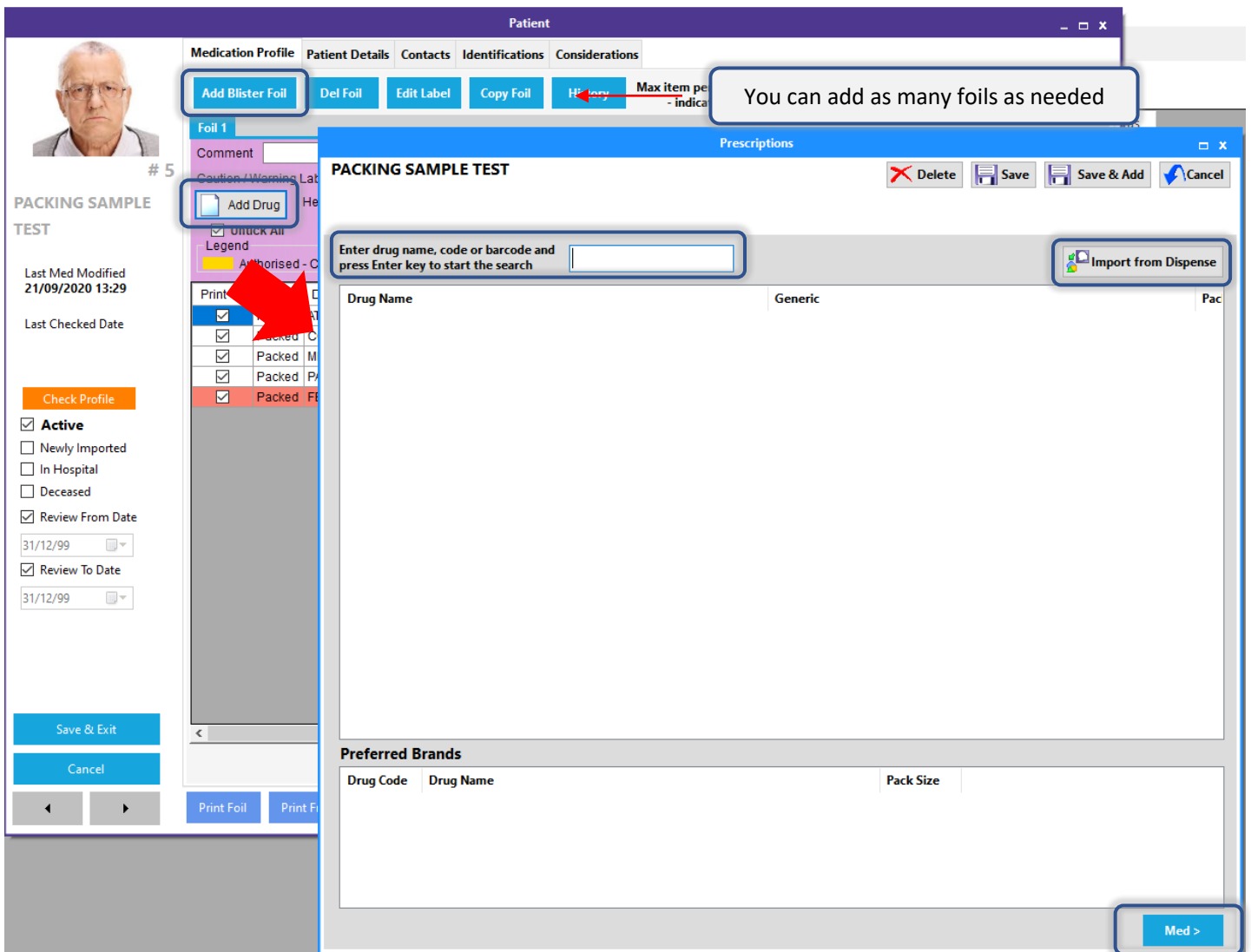
The screenshot displays the 'Patient' window with the 'Identifications' tab selected. The 'External Patient #' field contains the value '85' and is highlighted in purple. The 'Date Imported' field is highlighted in yellow and shows a dropdown menu with 'Monday, 21 September 2020' selected. A red arrow points from a callout box to the 'Date Imported' field. The callout box contains the text: 'myPak Software will only import scripts and repeats dispensed from this date'. The interface also shows a patient profile picture, various tabs (Medication Profile, Patient Details, Contacts, Identifications, Considerations), and a list of checkboxes for patient status (Active, Newly Imported, In Hospital, Deceased, Review From Date, Review To Date).

Considerations Tab:

All considerations selected or not selected will display a Y or N when printing NRMCM Signing sheets.

Add Drugs and Importing Drugs from your Dispense Software

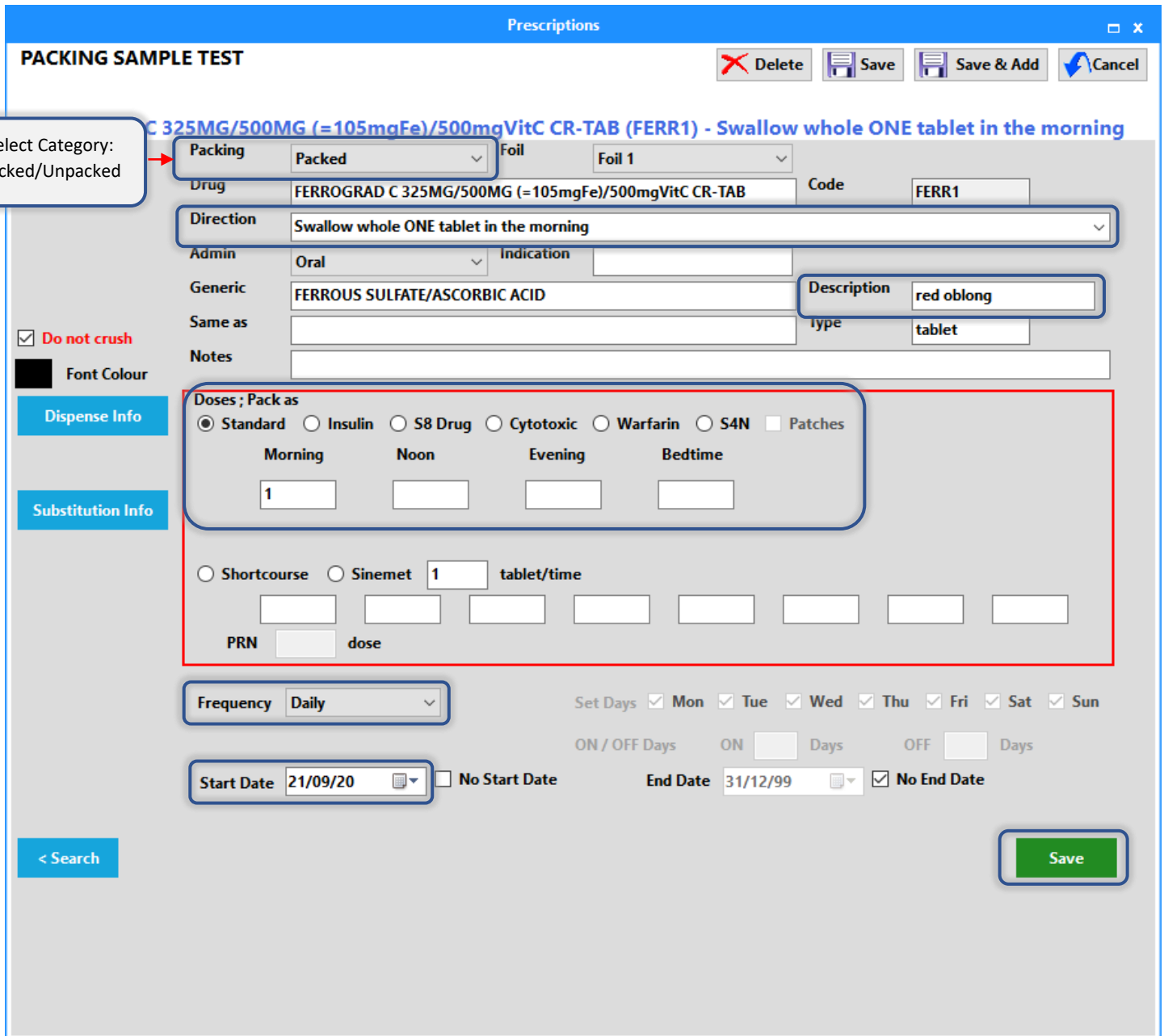
1. Double Click on Patient's name to open the Patient's profile
2. Select Medication Profile tab
3. Select *Add Blister Foil*
4. Select *Add Drug*
5. Enter drug name manually in the search field and then Enter on your keyboard
6. Alternatively select *Import from Dispense* to import medication from your Dispense software.
7. Select *Med >*



The screenshot shows the 'Patient' window with the 'Medication Profile' tab selected. The patient's name is 'PACKING SAMPLE TEST'. A callout box states: "You can add as many foils as needed". The 'Add Drug' button is highlighted with a red arrow. The 'PACKING SAMPLE TEST' window is open, showing a search field with the text "Enter drug name, code or barcode and press Enter key to start the search" and an "Import from Dispense" button. Below the search field is a table with columns for Drug Name, Generic, and Pack Size. At the bottom right of the window is a "Med >" button.

Drugs highlighted in **Orange** are preferred canister drugs to be packed by the Alpaca Robot.
 Preferred Manual packed medications are highlighted in **Green**.
 Refer to Page 44 to see how to assign the categories.

8. Complete all required fields on the *Prescriptions* screen
 - a. *Directions*: This will import from your dispense software. Alternatively, it can be entered and edited manually
 - b. *Description*: If blank, enter in description of medication
 - c. *Dose*
 - d. *Frequency*: Select the applicable options from the drop-down box
 - e. *Start Date*: Defaults to the day the medication was added to the medication profile
9. Select *Save*



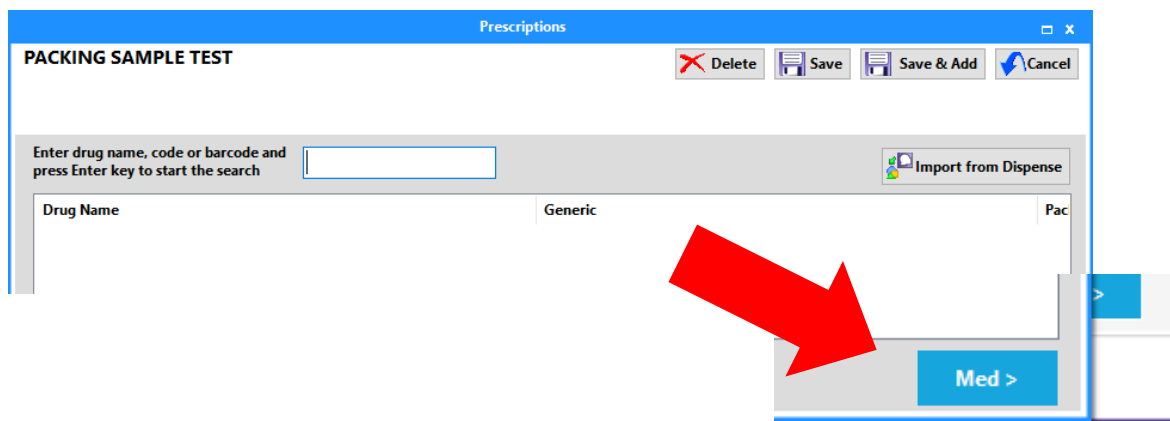
The screenshot shows the 'Prescriptions' window for 'PACKING SAMPLE TEST'. The drug is 'FERROGRAD C 325MG/500MG (=105mgFe)/500mgVitC CR-TAB (FERR1) - Swallow whole ONE tablet in the morning'. The generic is 'FERROUS SULFATE/ASCORBIC ACID'. The description is 'red oblong' and the type is 'tablet'. The frequency is set to 'Daily' with a start date of '21/09/20' and an end date of '31/12/99'. The 'Doses; Pack as' section is highlighted with a red box, showing 'Standard' selected with a dose of '1' in the 'Morning' slot. A callout box on the left points to the 'Packing' dropdown menu with the text 'Select Category: Packed/Unpacked'.

Select *Short course* or *Sinemet* for more medications that exceeds the default 4 time slots. E.g. Madopar.
 Enter the time slots in the 8 fields provided. This medication will print on an individual foil/blister.

Manually Creating Drugs

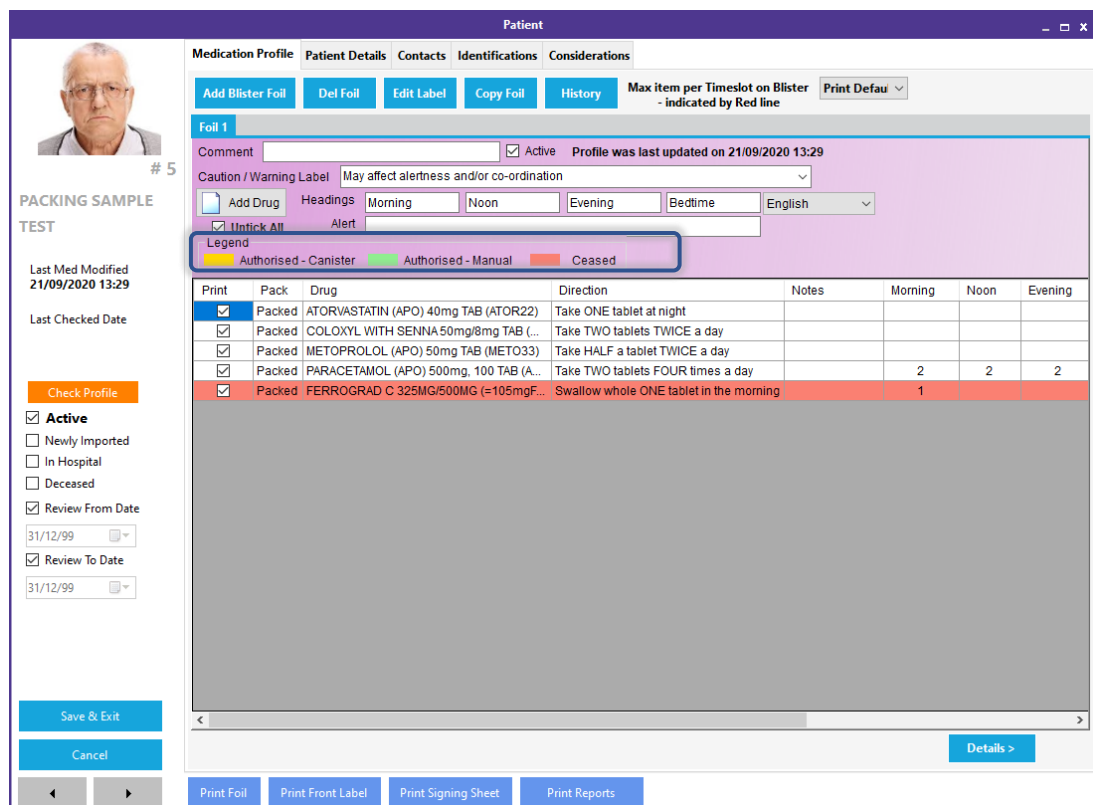
If the medication cannot be found in the software, you can manually add the drug to be used by all your patients.

1. Leave the drug search field blank
2. Select *Med* >
3. Fill in the medication details in the following fields:
 - a. Drug
 - b. Description
 - c. Type
4. Fill in the remaining applicable details (Directions, Dose Times, Frequency etc.)
5. Select *Save*



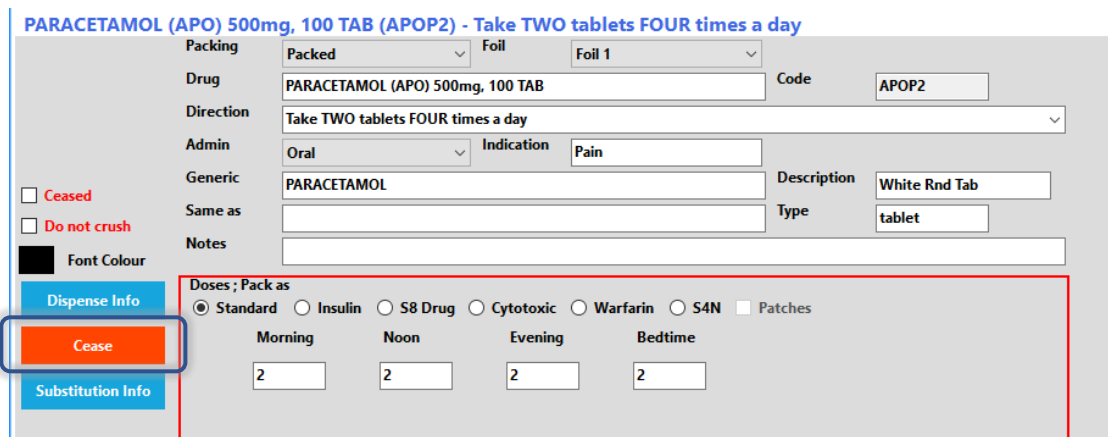
Patient Medication Profile Screen

- Active medications are highlighted in white
- Ceased medications are highlighted in **red**
- Double click on a medication to take you to the edit medication screen



To Cease a Drug

1. Double click on a medication to take you to the edit medication screen
2. Select red *Cease* button
3. Select *Save*



PARACETAMOL (APO) 500mg, 100 TAB (APOP2) - Take TWO tablets FOUR times a day

Packing: Packed Foil Foil 1
 Drug: PARACETAMOL (APO) 500mg, 100 TAB Code: APOP2
 Direction: Take TWO tablets FOUR times a day
 Admin: Oral Indication: Pain
 Generic: PARACETAMOL Description: White Rnd Tab
 Same as: Type: tablet
 Notes:

Ceased
 Do not crush
 Font Colour

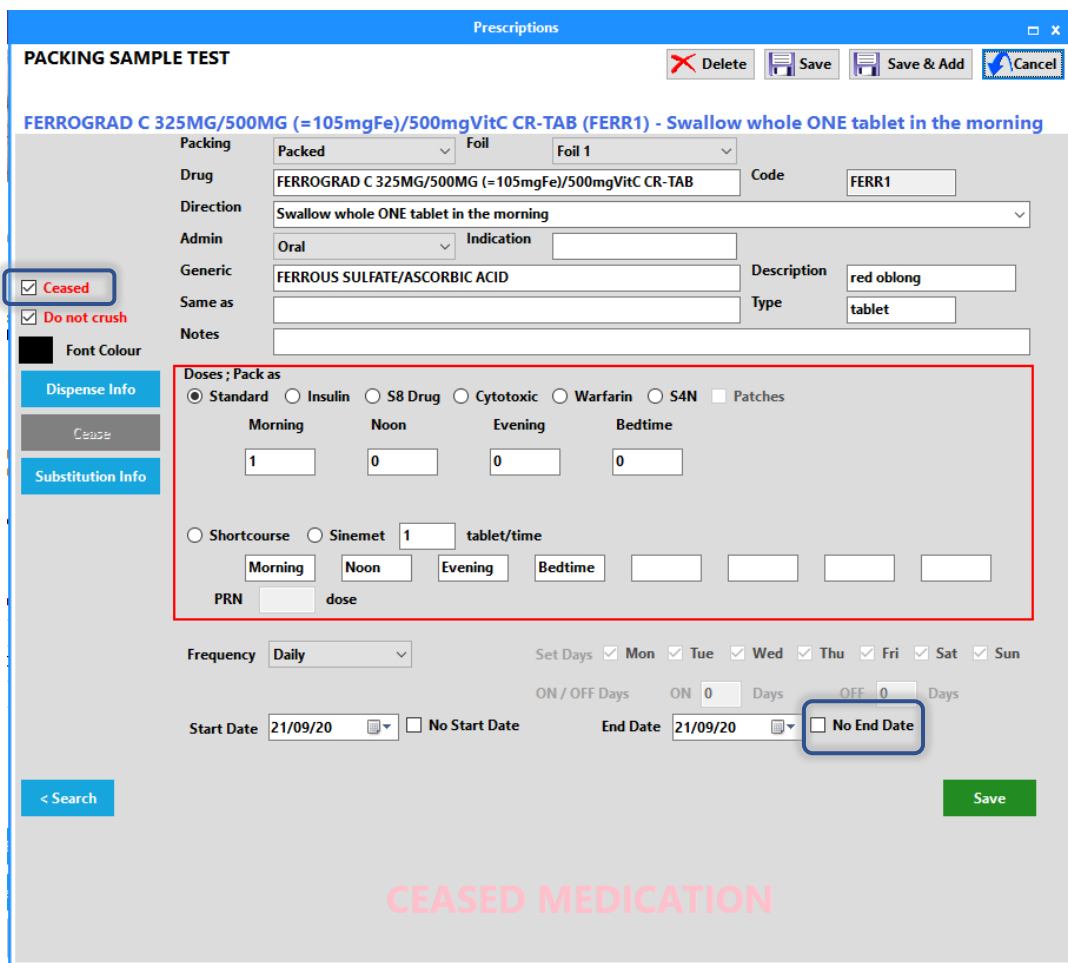
Dispense Info
Cease
 Substitution Info

Doses; Pack as
 Standard Insulin S8 Drug Cytotoxic Warfarin S4N Patches

Morning	Noon	Evening	Bedtime
2	2	2	2

To Re-activate a Ceased Drug

1. Select the ceased medication highlighted in red
2. Untick the *cease tick box*
3. Tick the *No End Date* box
4. Select *Save*



PACKING SAMPLE TEST [Delete] [Save] [Save & Add] [Cancel]

FERROGRAD C 325MG/500MG (=105mgFe)/500mgVitC CR-TAB (FERR1) - Swallow whole ONE tablet in the morning

Packing: Packed Foil Foil 1
 Drug: FERROGRAD C 325MG/500MG (=105mgFe)/500mgVitC CR-TAB Code: FERR1
 Direction: Swallow whole ONE tablet in the morning
 Admin: Oral Indication:
 Generic: FERROUS SULFATE/ASCORBIC ACID Description: red oblong
 Same as: Type: tablet
 Notes:

Ceased
 Do not crush
 Font Colour

Dispense Info
 Cease
 Substitution Info

Doses; Pack as
 Standard Insulin S8 Drug Cytotoxic Warfarin S4N Patches

Morning	Noon	Evening	Bedtime
1	0	0	0

Shortcourse Sinemet 1 tablet/time
 Morning Noon Evening Bedtime
 PRN dose

Frequency: Daily Set Days: Mon Tue Wed Thu Fri Sat Sun
 ON / OFF Days: ON 0 Days OFF 0 Days
 Start Date: 21/09/20 No Start Date End Date: 21/09/20 No End Date

< Search [Save]

CEASED MEDICATION

Inactive Patients

Patient’s status often changes, being admitted and discharged from hospital, being discharged to deceased. Below are steps on how you can manage the patient’s status.

Activate and De-activate Patient Profiles

1. Select Patient by double clicking on their name from the patient list
2. De-select *Active* to change the status to Inactive
3. Select other options e.g. *In Hospital* or *Deceased* if applicable
4. Select *Save & Exit*

The screenshot shows the 'Patient' profile management interface. On the left, there is a patient photo and a 'PACKING SAMPLE TEST' section with 'Last Med Modified 21/09/2020 14:58' and 'Last Checked Date'. A status selection menu is open, showing 'Active' selected with a red circle. Other options include 'Newly Imported', 'In Hospital', 'Deceased', and 'Review From Date' with a date picker set to 31/12/99. The main area shows a 'Medication Profile' with tabs for 'Patient Details', 'Contacts', 'Identifications', and 'Considerations'. A 'Foil 1' section contains a comment, a 'Caution / Warning Label' (May affect alertness and/or co-ordination), and an 'Add Drug' section with 'Unstick All' checked. Below is a table of medications:

Print	Pack	Drug	Direction	Notes	Morning	Noon	Evening
<input checked="" type="checkbox"/>	Packed	ATORVASTATIN (APO) 40mg TAB (ATOR22)	Take ONE tablet at night				
<input checked="" type="checkbox"/>	Packed	COLOXYL WITH SENNA 50mg/8mg TAB (...)	Take TWO tablets TWICE a day				
<input checked="" type="checkbox"/>	Packed	METOPROLOL (APO) 50mg TAB (METO33)	Take HALF a tablet TWICE a day				
<input checked="" type="checkbox"/>	Packed	PARACETAMOL (APO) 500mg, 100 TAB (A...	Take TWO tablets FOUR times a day		2	2	2
<input checked="" type="checkbox"/>	Packed	FERROGRAD C 325MG/500MG (=105mgF...	Swallow whole ONE tablet in the morning		1		

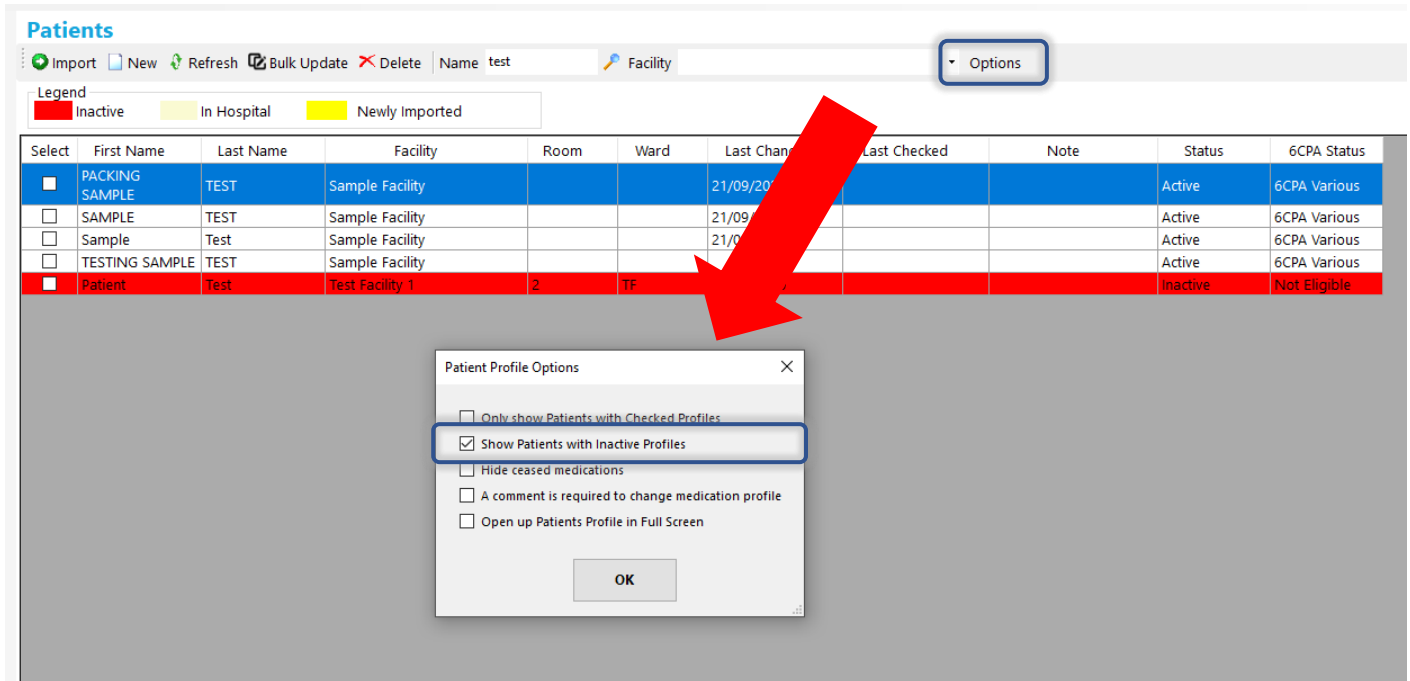
At the bottom, there are buttons for 'Save & Exit', 'Cancel', 'Print Foil', 'Print Front Label', 'Print Signing Sheet', 'Print Reports', and 'Details >'.

Note: De-activating a patient will mark all the medications in the profile as ceased. You will need to manually activate the medications when the patient’s status is changed to active again.

If a patient is in hospital or respite care temporarily, it is suggested to select status *In Hospital* where the medication remains active however patient will not print in the print run until their status changes back to active.

Search for Inactive Patients

1. Select on *Options* from the Patient List screen
2. Select option *Show Patients with inactive profiles*
3. Inactive Patients will appear highlighted **red**



Patients

Import New Refresh Bulk Update Delete Name test Facility Options

Legend
■ Inactive ■ In Hospital ■ Newly Imported

Select	First Name	Last Name	Facility	Room	Ward	Last Chan	Last Checked	Note	Status	6CPA Status
<input type="checkbox"/>	PACKING SAMPLE	TEST	Sample Facility			21/09/20			Active	6CPA Various
<input type="checkbox"/>	SAMPLE	TEST	Sample Facility			21/09			Active	6CPA Various
<input type="checkbox"/>	Sample	Test	Sample Facility			21/0			Active	6CPA Various
<input type="checkbox"/>	TESTING SAMPLE	TEST	Sample Facility						Active	6CPA Various
<input checked="" type="checkbox"/>	Patient	Test	Test Facility 1	2	TF				inactive	Not Eligible

Patient Profile Options

Only show Patients with Checked Profiles

Show Patients with Inactive Profiles

Hide ceased medications

A comment is required to change medication profile


Open up Patients Profile in Full Screen

OK

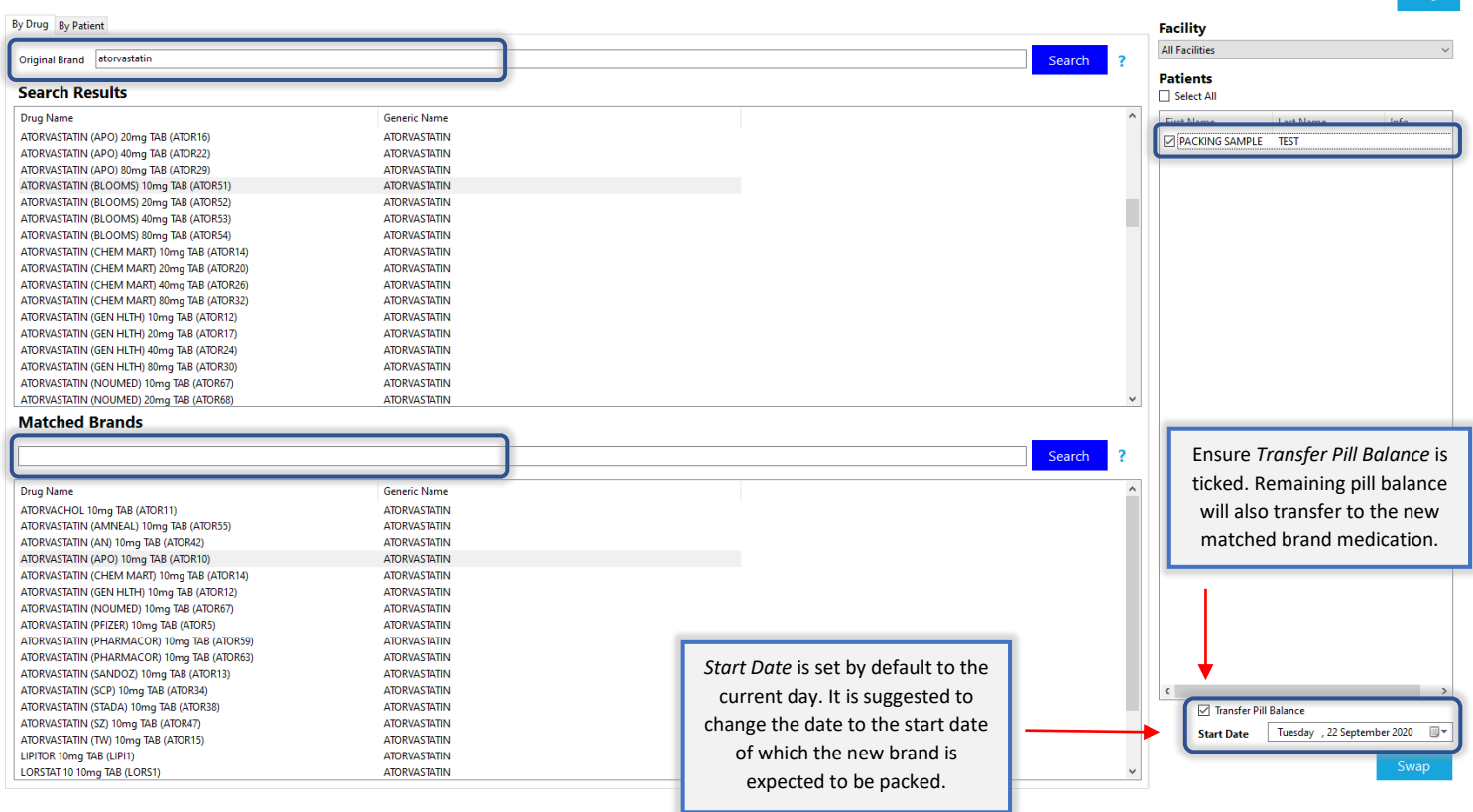
Brand Swap

Often medications go out of stock or a decision has been made to change the existing brand in use. You have the flexibility to swap from one medication brand to another brand with the same strength.

1. Enter in the original brand in the search field
2. Select *Search* button
3. Select the brand by clicking on the medication in the *Search Results* field
4. Select the brand to be swapped by clicking on medication in the *Matched Brand* field
5. Facility is set by default to *All Facilities*, select applicable facility from drop down box if required
6. All patients on selected original brand medication now appears on the list
7. Tick *Select All* or specific patient's name
8. Select *Swap*

 Original brand is ceased. Matched brand will now be added to all selected patient's profiles.

Brand Swap

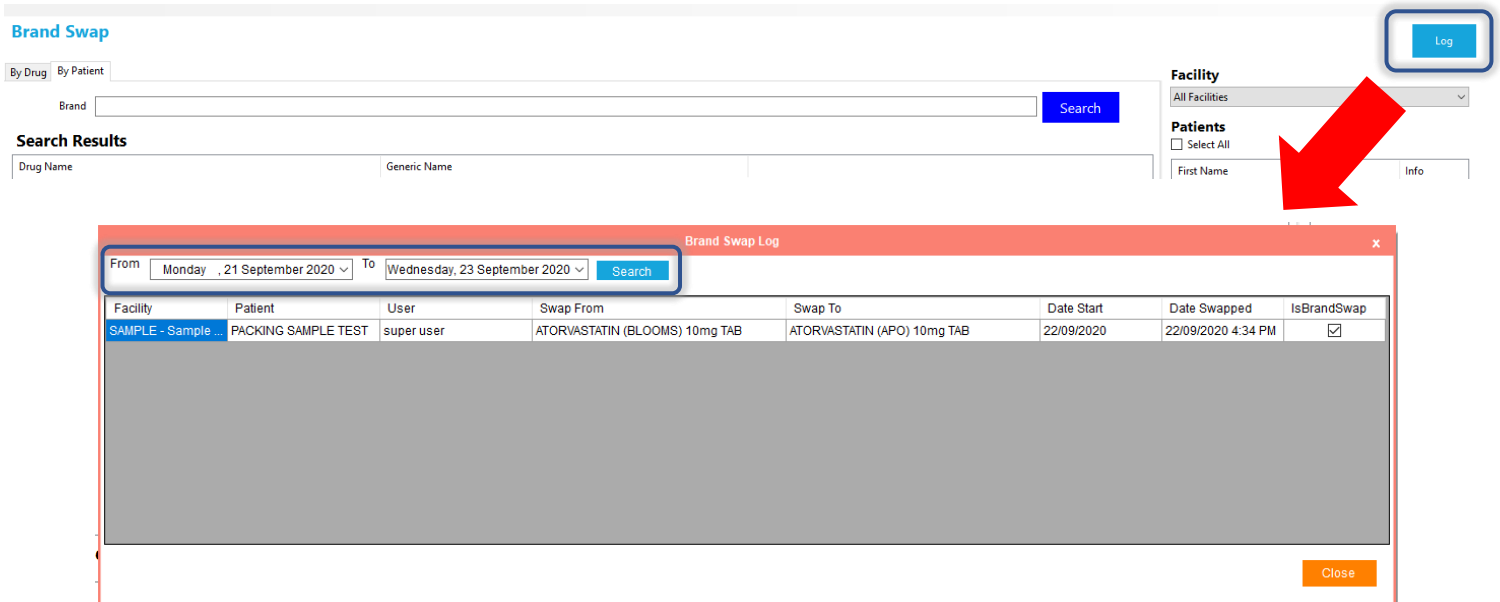


The screenshot shows the 'Brand Swap' interface. At the top, there are tabs for 'By Drug' and 'By Patient'. The 'Original Brand' search field contains 'atorvastatin'. Below it is a 'Search Results' table with columns for 'Drug Name' and 'Generic Name'. The 'Matched Brands' section below it also has a search field and a table of 'Drug Name' and 'Generic Name'. On the right side, there are sections for 'Facility' (set to 'All Facilities'), 'Patients' (with a 'Select All' checkbox and a list of patients including 'PACKING SAMPLE TEST'), and a 'Transfer Pill Balance' section with a 'Start Date' dropdown set to 'Tuesday, 22 September 2020'. A 'Swap' button is at the bottom right. Annotations include a red arrow pointing to the 'Start Date' dropdown with the text: 'Start Date is set by default to the current day. It is suggested to change the date to the start date of which the new brand is expected to be packed.' Another red arrow points to the 'Transfer Pill Balance' checkbox with the text: 'Ensure Transfer Pill Balance is ticked. Remaining pill balance will also transfer to the new matched brand medication.'

Log

All brand swaps are stored historically in the *Log* function.

1. Select *Log*
2. Select the date range then select *Search*



Brand Swap Log

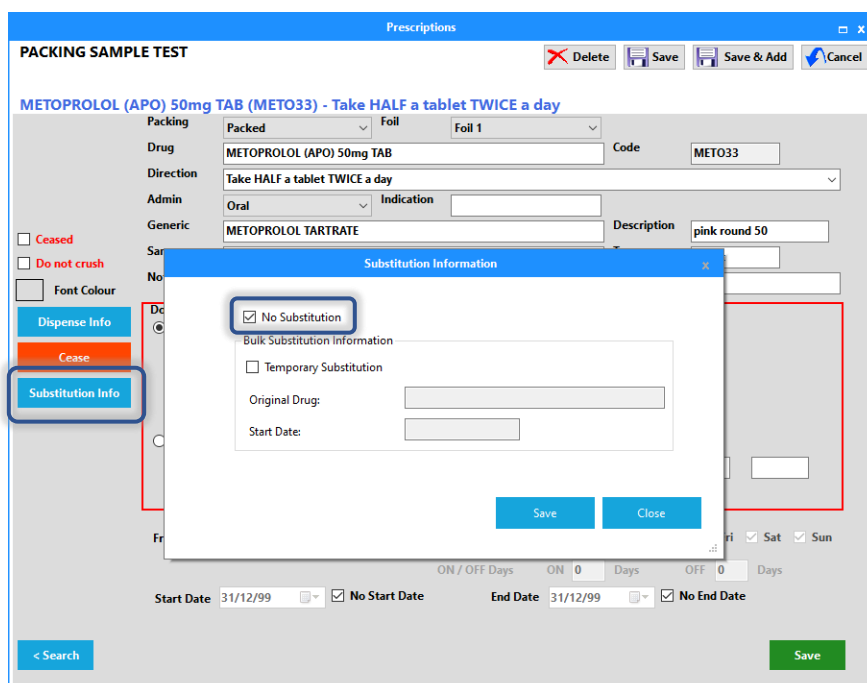
From: Monday, 21 September 2020 To: Wednesday, 23 September 2020

Facility	Patient	User	Swap From	Swap To	Date Start	Date Swapped	IsBrandSwap
SAMPLE - Sample ...	PACKING SAMPLE TEST	super user	ATORVASTATIN (BLOOMS) 10mg TAB	ATORVASTATIN (APO) 10mg TAB	22/09/2020	22/09/2020 4:34 PM	<input checked="" type="checkbox"/>

No Brand Substitution

There are patients who do not give consent to substitute the original prescribed brand. To prevent the specific patient's brand from being substituted, you can lock the brand so it will not be substituted in Brand Swap.

1. Select Patient from patient list
2. Select Medication that is to be marked *No Substitution*
3. Select *Substitution Info*
4. Tick *No Substitution*
5. Select *Save*



Substitution Information

No Substitution

Temporary Substitution

Original Drug:

Start Date:

Save Close

Virtual Pill Balance

Please note this feature is only available with myPak Premium.

Virtual Pill Balance (VPB) is used to manage the balance of your patient’s packed medications.

Initial Pill Balance Entry

Before you start using this function, you must enter the initial pill balance for all your patient’s packed medications. Let’s begin by printing a report to list all the medications that is required to be counted and recorded.

1. Select *Virtual Pill Balance*
2. Select *Patient Balance* tab
3. Select *Facility*
4. Select *Search*. This will display all patients with packed medications and their current VPB.
5. Select *Export Balance*. A confirmation message will indicate where the CSV file has been saved. You have the option to open the document by selecting *Yes* or navigate to the saved destination when you are ready.
6. Once you have counted the remaining balance of your patient’s packed medications, enter the amount into the *Current Balance* column. Save and close your document.
7. Now you are ready to import the initial pill balance into myPak, select *Import from Excel*. Select the file that was saved in your designated location.
8. The remaining balance of your patient’s medications will then be imported as the patient’s initial pill balance.

Patient ID	Patient Name	Foil	Drug Code	Medication	Current Balance	Tablet Packed Weekly	New Script of Repeat Needed
5	PACKING SAMPLE TEST	Foil 1	ATOR10	atorvastatin - ATORVASTATIN (APO) 10MG TAB (ATOR10)	0	7	Y
5	PACKING SAMPLE TEST	Foil 1	CO59	docusate & sennoside b - COLOXYL WITH SENNA 50MG/8MG TAB (CO59)	0	0	Y
5	PACKING SAMPLE TEST	Foil 1	METO33	metoprolol tartrate - METOPROLOL (APO) 50MG TAB (METO33)	0	7	Y
5	PACKING SAMPLE TEST	Foil 1	APOP2	paracetamol - PARACETAMOL (APO) 500MG, 100 TAB (APOP2)	0	56	Y
4	SAMPLE TEST	Foil 1	PANX1	paracetamol - PANAMAX 500MG TAB (PANX1)	0	0	Y
6	TESTING SAMPLE TEST	Foil 1	CO59	docusate & sennoside b - COLOXYL WITH SENNA 50MG/8MG TAB (CO59)	0	0	Y
6	TESTING SAMPLE TEST	Foil 1	.80011	multivitamin - FAULDING MULTI WOMENS ENERGY (.80011)	0	0	Y

Initial Pill Balance is only required to be completed when setting up a new facility/group of patients.

Virtual Pill Balance

Patient Balance | QScript | Dispense Tracker | Dispense Tracker Logs

Facility: SAMPLE - Sample Facility | Patient: | Search | Weekly packing forecast: 1 week | Export Balance | Import from Excel

Select All Show ceased and deleted medications Show Packed PRN medications Blue drugs = Dispense Repeat Red drugs = Dispense New Script Print Dispense In Portrait Balance Report By Patient Include negative balance only Balance Report By Medication

Exclude Packed Shortcourse Open Patient Balance History in Smaller screen

Select	First Name	Last Name	Foil	Medication	Current Ba...	Tablet Packed W...	New Script or Rep...	Repeat...	History	Source	Last Dispense Balan...
<input checked="" type="checkbox"/>	PACKING SAMPLE	TEST	Foil 1	atorvastatin - ATORVASTATIN (APO) 10MG TAB (ATOR10)	30		Y	0	History		
<input checked="" type="checkbox"/>	PACKING SAMPLE	TEST	Foil 1	docusate & sennoside b - COLOXYL WITH SENNA 50MG/8MG TAB (CO59)	90		Y	0	History		
<input checked="" type="checkbox"/>	PACKING SAMPLE	TEST	Foil 1	metoprolol tartrate - METOPROLOL (APO) 50MG TAB (METO33)	50		Y	0	History		
<input checked="" type="checkbox"/>	PACKING SAMPLE	TEST	Foil 1	paracetamol - PARACETAMOL (APO) 500MG, 100 TAB (APOP2)	300	56	N	4	History		
<input checked="" type="checkbox"/>	SAMPLE	TEST	Foil 1	paracetamol - PANAMAX 500MG TAB (PANX1)	300		Y				
<input checked="" type="checkbox"/>	TESTING SAMPLE	TEST	Foil 1	docusate & sennoside b - COLOXYL WITH SENNA 50MG/8MG TAB (CO59)	90		Y				
<input checked="" type="checkbox"/>	TESTING SAMPLE	TEST	Foil 1	multivitamin - FAULDING MULTI WOMENS ENERGY (.80011)	120		Y				

Initial Pill Balance has now been imported

Patient Balance

Let's go through some of the features on this screen that will assist you when managing your patient's VPB.

- Medications with balance less than *tablets packed weekly (including negative)* will be highlighted in **red**.
- Medications with 0 remaining repeats from your dispense software will require a new script to be dispensed or supplied as an owed script.
- Medications where there are repeats remaining will be highlighted in **blue** ready to be dispensed.

Print Dispense Report

It is recommended to generate the dispense report to indicate medications required to be dispensed and update pill balance prior to packing.

1. Select *facility*
2. Select number of weeks to be forecast from the drop-down box (1-4 weeks)
3. Select *Search*. If you have changed your selections, you must select *Search* after every time to refresh the pill balance.
4. Select *Print Dispense* (Report will include all medications highlighted in **red** and **blue** required to be dispensed to complete packing for the number of weeks forecasted).
5. Select *Print*

Select Search after every time you have changed selections to refresh the pill balance

Pill Balance reports can be printed in order by patient or by medication

Virtual Pill Balance

The screenshot shows the 'Virtual Pill Balance' interface. At the top, there are tabs for 'Patient Balance', 'QScript', 'Dispense Tracker', and 'Dispense Tracker Logs'. Below this, there are fields for 'Facility' (set to '1 - MyPak facility'), 'Patient' (set to 'PAT'), and a 'Search' button. To the right, there is a 'Weekly packing forecast' dropdown set to '1 week', an 'Export Balance' button, and an 'Import from Excel' button. Below these are several checkboxes: 'Select All', 'Show ceased and deleted medications', 'Show Packed PRN medications', 'Open Patient Balance History in Smaller screen', 'Blue drugs = Dispense Repeat', 'Red drugs = Dispense New Script', 'In Portrait', and 'Include negative balance only'. A 'Print Dispense' button is also visible. On the right side, there are two buttons: 'Balance Report By Patient' and 'Balance Report By Medication'. A table below contains medication data with columns for 'Select', 'First Name', 'Last Name', 'Foil', 'Medication', 'Current Be...', 'Tablet Packed W...', 'New Script or Rep...', 'Repeat...', 'History', 'Source', and 'Last Dispense Balen...'. The table lists various medications like aspirin, fish oil, cholesterol, calcium carbonate, warfarin, venlafaxine, paracetamol, perindopril, methotrexate, metoprolol, and lercanidipine. Some rows are highlighted in blue (e.g., aspirin, paracetamol) and others in red (e.g., fish oil, cholesterol, calcium carbonate). A date '11/05/2019' is highlighted in a box in the 'Last Dispense Balen...' column for the metoprolol row.

Select	First Name	Last Name	Foil	Medication	Current Be...	Tablet Packed W...	New Script or Rep...	Repeat...	History	Source	Last Dispense Balen...
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	aspirin - ASTRIX 100MG TAB	-16	14	Y	8	History		11/05/2019
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	fish oil - B/MORE OMEGA DAILY	-21	7	Y	0	History		
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	cholecalciferol - B/MORE VITAMIN D3 1000IU	58	14	Y	0	History		
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	calcium carbonate - CALCI-TAB 600 600MG TAB	-152	14	Y	0	History		
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	warfarin sodium - COUMADIN (LAVENDER) 2MG TAB	-70	14	Y	0	History		
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	venlafaxine - EFEXOR XR 37.5MG SR-CAP	-66	22	Y	0	History		
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	paracetamol - FEBRIDOL 500MG TAB	-92	56	Y	4	History		11/05/2019
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	perindopril erbumine - IDAPREX 4MG TAB	-11	3.66666666666667	Y	0	History		
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	methotrexate - METHOBLASTIN 2.5MG TAB	-56	14	Y	0	History		
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	metoprolol - MINAX 50 50MG TAB	48	14	N	4	History		11/05/2019
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	fish oil - N/OWN FISH OIL 1000MG	-76	7	Y	0	History		
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	oxycodone hcl/naloxone hcl dih - TARGIN 10MG/5MG CR-TAB	-21	7	Y	0	History		
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	oxycodone hcl/naloxone hcl dih - TARGIN 5MG/2.5MG CR-TAB	-21	7	Y	0	History		
<input checked="" type="checkbox"/>	SAMPLE	PATIENT	Foil 1	lercanidipine - ZANIDIP 20MG TAB	28	14	Y	0	History		

This date indicates the last time a balance/QTY was updated in Dispense Tracker. If blank, no script QTY has been updated.

Transaction History

Every pill balance update has been stored and can be viewed via the *History* function.

1. Select *History* to open the transaction history list
2. Select *Manual Adjust* to manually update the patient's pill balance
3. Select *Balance History* for a report of all historic pill balance adjustments

Virtual Pill Balance

Patient Balance | QScript | Dispense Tracker | Dispense Tracker Logs

Facility: SAMPLE - Sample Facility | Patient: [] | Search | Weekly packing forecast: 1 week | Export Balance | Import from Excel

Select All | Show ceased and deleted medications | Show Packed PRN medications | Blue drugs = Dispense Repeat | Red drugs = Dispense New Script | Print Dispense | In Portrait | Balance Report By Patient

Exclude Packed Shortcourse | Open Patient Balance History in Smaller screen | Include negative balance only | Balance Report By Medication

Select	First Name	Last Name	Foil	Medication	Current Ba...	Tablet Packed W...	New Script or Rep...	Repeat	History	Source	Last Dispense Balan...
<input checked="" type="checkbox"/>	PACKING SAMPLE	TEST	Foil 1	atorvastatin - ATORVASTATIN (APO) 10MG TAB (ATOR10)	30	7	Y	0	History		
<input checked="" type="checkbox"/>	PACKING SAMPLE	TEST	Foil 1	docusate & sennoside b - COLOXYL WITH SENNA 50MG/8MG TAB (CO59)	90	0	Y	0	History		
<input checked="" type="checkbox"/>	PACKING SAMPLE	TEST	Foil 1	metoprolol tartrate - METOPROLOL (APO) 50MG TAB (METO33)	50	7	Y	0			
<input checked="" type="checkbox"/>	PACKING SAMPLE	TEST	Foil 1	paracetamol - PARACETAMOL (APO) 500MG, 100 TAB (APOP2)	300	56	N	4			
<input checked="" type="checkbox"/>	SAMPLE	TEST	Foil 1	paracetamol - PANAMAX 500MG TAB (PANX1)	300	0	Y	0			
<input checked="" type="checkbox"/>	TESTING SAMPLE	TEST	Foil 1	docusate & sennoside b - COLOXYL WITH SENNA 50MG/8MG TAB (CO59)	90	0	Y	0			
<input checked="" type="checkbox"/>	TESTING SAMPLE	TEST	Foil 1	multivitamin - FAULDING MULTI WOMENS ENERGY (.80011)	120	0	Y	0			

Transaction History

Close | Manual Adjust | Balance History | Patient: PACKING SAMPLE TEST

From Date: Tuesday, 22 June 2020 | To Date: Wednesday, 23 September 2020 | Search | **Current balance: 30**

Revert	Recorded	Action	Qty	Balance	Note
<input type="checkbox"/>	22/09/2020	SWAP	0	0.00	swap from brand ATOR51
<input type="checkbox"/>	23/09/2020	ADJ	30	30.00	New balance imported from Excel has overwritten previous balance.

Manual Adjustment

Patient: PACKING SAMPLE TEST
Drug: atorvastatin 10mg tab - ATORVASTATIN (AP)

Current balance: 30

Manual Adjustment

Date: Wednesday, 23 September 2020 | Save | Cancel

Add Subtract

Quantity: 10

Note: Balance from hospital

Script #: []

QScript

This function is currently only available with FRED Classic, Minfos, Dispense Works and Z Dispense.

QScript is used to send all scripts with or without repeats, to be queued in your dispense software ready to be processed.

1. Select *QScript* tab
2. Select *Facility* or enter in *Patient's name*
3. Select the applicable tick boxes
 - Negative Balances
 - Dispensed > 20 days
 - Exclude no repeats
 - Balance Less Tablets per Cycle (*Recommended*)
 - Excluded Packed Short course
4. Select number of weeks from the drop-down box (1-4 weeks)
5. Select *Search*. If you have changed your selections, you must select *Search* after every time to refresh the pill balance.
6. All medications that are required to be dispensed will be auto ticked.
7. Select *QScript* to queue up repeats for the selected medications ready to be dispensed in your Dispense software.

Virtual Pill Balance

The screenshot shows the 'Virtual Pill Balance' interface. At the top, there are tabs for 'Patient Balance', 'QScript', 'Dispense Tracker', and 'Dispense Tracker Logs'. Below the tabs, there are input fields for 'Facility' (SAMPLE - Sample Facility), 'Patient' (Last Name Alphabetically), and 'Weekly packing forecast' (1 week). There are several checkboxes: 'Negative balances', 'Dispensed >20 days', 'Exclude no repeats', 'Balance Less Tablets per Cycle' (checked), and 'Exclude Packed Shortcourse'. There are also buttons for 'Search' and 'QScript'. Below the controls is a table with the following data:

First Name	Last Name	Medication	Direction	Current Balance	Script Medication	Tablets per Cycle	Repeats Left	Quick Dispense	Last Dispense	Days Since Last Dispense	Generic
SAMPLE	TEST	paracetamol - PANAMAX 500MG TAB (PANX1)	Take TWO tablets FOUR times a day	5		56	0	<input checked="" type="checkbox"/>			PAR1
TESTING SAMPLE	TEST	docusate & sennoside b - COLOXYL WITH SENNA 50MG/8MG TAB (CO59)	Take TWO tablets TWICE a day	10		28	0	<input checked="" type="checkbox"/>			DOC5
PACKING SAMPLE	TEST	atorvastatin - ATORVASTATIN (APO) 10MG TAB (ATOR10)	1 NIGHT	30		7	0	<input type="checkbox"/>			ATOR1
PACKING SAMPLE	TEST	docusate & sennoside b - COLOXYL WITH SENNA 50MG/8MG TAB (CO59)	Take TWO tablets TWICE a day	90		0	0	<input type="checkbox"/>			DOC5
PACKING SAMPLE	TEST	metoprolol tartrate - METOPROLOL (APO) 50MG TAB (METO33)	Take HALF a tablet TWICE a day	50		7	0	<input type="checkbox"/>			MTP2
PACKING SAMPLE	TEST	paracetamol - PARACETAMOL (APO) 500MG, 100 TAB (APOP2)	Take TWO tablets FOUR times a day	300		56	4	<input type="checkbox"/>	1/09/2020	2	PAR1
TESTING SAMPLE	TEST	multivitamin - FAULDING MULTI WOMENS ENERGY (.80011)	Take ONE tablet in the morning	15		7	0	<input type="checkbox"/>			.80012

Dispense Tracker

Dispense Tracker function is used to import the balance of the scripts dispensed from your Dispense Software to your patient’s pill balance. You will need to ensure you have dispensed all the required prescriptions on your report or via QScript.

1. Select *Virtual Pill Balance*
2. Select *Dispense Tracker* tab
3. Select *Active Packed* tab to view scripts dispensed for active packed medications
4. Select *Facility* or *All Facilities*
5. Select the date range to load scripts dispensed within that period.
6. Select *Refresh from Dispensing* to load new, edited, or cancelled scripts that have yet to be imported into your patient’s pill balance.
7. Select *Select all* tick box to select all scripts or alternatively manually select scripts you wish to import QTY to patient’s pill balance.
8. Select *Update Pill Balance* to import selected script QTY to patient’s pill balance.
9. Legend:
 - **Green:** New scripts yet to be imported
 - **Yellow:** Previously imported scripts with a change in QTY
 - **Pink:** Previously imported scripts that have been cancelled. Updating cancelled script will subtract the script QTY from the patient’s pill balance.
 - **Light Blue:** Owing scripts yet to be imported
 - **Bold Font:** Indicates different brand dispensed from patient’s profile

Virtual Pill Balance

Patient Balance | QScript | Dispense Tracker | Dispense Tracker Logs

Legend
■ New scripts ■ Cancelled scripts ■ Owing scripts ■ Quantity Changed

Active Packed | Active Unpacked | Unmapped

Select all (new, cancelled and quantity changed)

Facility Name	First Name	Last Name	Script	Script #	Dispense Status	Drug	Date Modified	Manually Add Qty
Sample Facility	PACKING SAMPLE	TEST	2473	2473	Active	PARACETAMOL (APO) 500mg, 100 ...	25/09/2020 10:00 AM	0

Facility: All Facilities
 Patient: All Patients
 Medication: All Medications

Dispensed Date: 25/09/2020
 Modified Date: 25/09/2020

Refresh scripts dispensed between
 21/09/2020 and 25/09/2020

Only refresh cancelled scripts
 Include meds with future start dates

Buttons: Ignore Script, Update Pill Balance, Refresh, Refresh from Dispensing, Optimize

Callouts:

- Ignore Script will ignore and delete selected script from this list.
- Select Update Pill Balance to import selected scripts QTY to patient’s pill balance
- Adjust balance if script QTY does not match pack QTY. E.g. Initial QTY is 1, Pack QTY is 30 – Enter 29
- Select Refresh if you have changed your selections. It does not need to re-fetch from your dispense system so the results will be faster.
- Select Refresh from Dispensing to load new, edited, or cancelled scripts to be imported into MyPak.

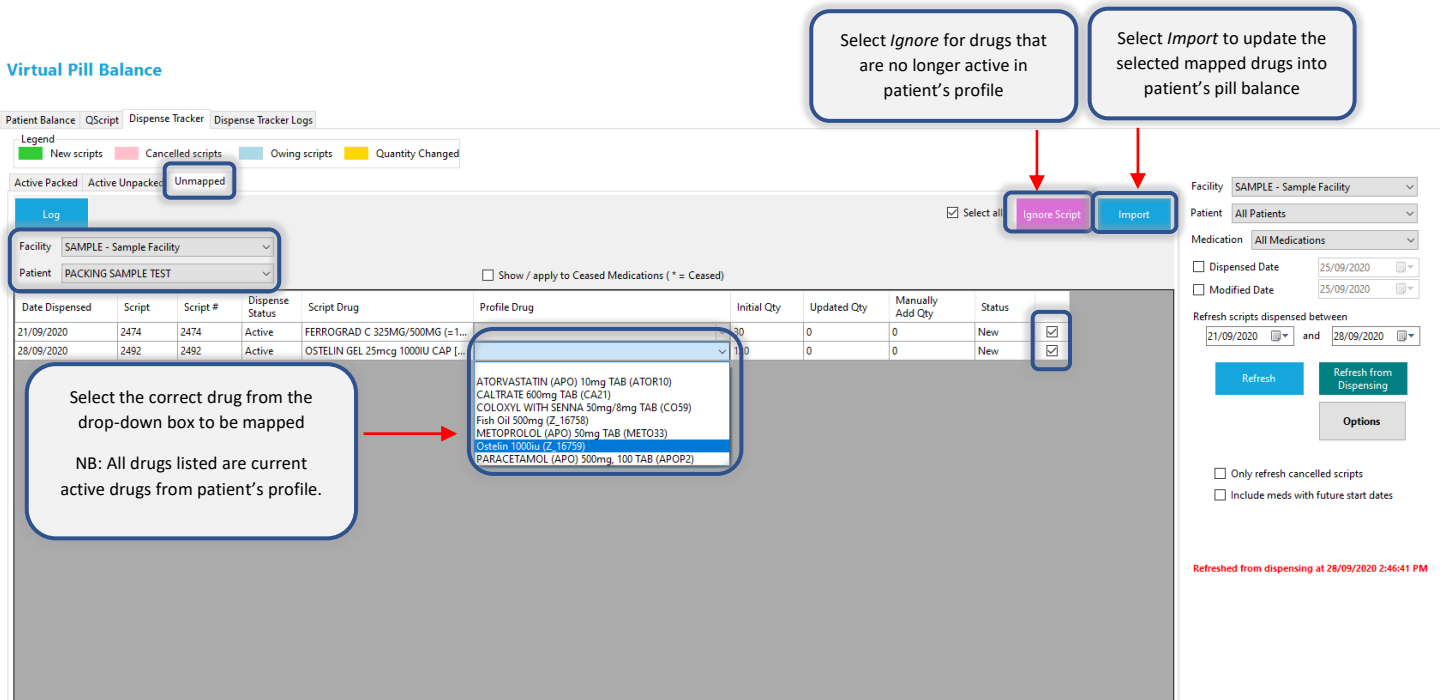
Unmapped Drugs

This tab allows you to map or link drugs from your Dispense Software to the existing drugs listed in myPak’s drug database. Once the drug is mapped, it will now be displayed in your *Active packed* tab for ready for to be imported into your patient’s pill balance.

It is highly recommended to check for any unmapped drugs once you have completed importing all the scripts from the *Active packed* tab. You can then map and import those drugs into your patient’s pill balance.

Follow the following steps once you have loaded your scripts from your Dispense Software in *Dispense Tracker Active Packed* tab.

1. Select *Unmapped* tab
2. Select *Facility*
3. Select *Patient* to display a list of drugs dispensed within the select date range that requires to be mapped
4. Select the correct drug from the *Profile Drug* drop-down box for each drug in the list to be mapped (All drugs listed in the drop-down box are active drugs from patient’s profile)
5. Enter *Manually Add QTY* if applicable for those drugs to be mapped
6. Select the *tick box* to map selected drugs
7. Select *Import* to update the select drugs into patient’s pill balance
8. Alternatively, select *Ignore Scripts* for drugs that are no longer active in patient’s profile.



Virtual Pill Balance

Legend: ■ New scripts, ■ Cancelled scripts, ■ Owing scripts, ■ Quantity Changed

Active Packed | Active Unpacked | **Unmapped**

Log

Facility: SAMPLE - Sample Facility

Patient: PACKING SAMPLE TEST

Show / apply to Ceased Medications (* = Ceased)

Date Dispersed	Script	Script #	Dispense Status	Script Drug	Profile Drug	Initial Qty	Updated Qty	Manually Add Qty	Status
21/09/2020	2474	2474	Active	FERROGRAD C 325MG/500MG (=1...		30	0	0	New
28/09/2020	2492	2492	Active	OSTELIN GEL 25mcg 1000IU CAP [...]		1	0	0	New

Profile Drug dropdown options:

- ATORVASTATIN (APO) 10mg TAB (ATOR10)
- CALTRATE 500mg TAB (CA21)
- COLOXYL WITH SENNA 50mg/8mg TAB (CO59)
- Fish Oil 500mg (Z_16738)
- METOPROLOL (APO) 50mg TAB (METO33)
- Ostein 1000iu (Z_16739)**
- PARACETAMOL (APO) 500mg, 100 TAB (APOP2)

Buttons: **Ignore Script** (Select Ignore for drugs that are no longer active in patient's profile), **Import** (Select Import to update the selected mapped drugs into patient's pill balance)

Facility: SAMPLE - Sample Facility

Patient: All Patients

Medication: All Medications

Dispersed Date: 25/09/2020

Modified Date: 25/09/2020

Refresh scripts dispensed between: 21/09/2020 and 28/09/2020

Buttons: Refresh, Refresh from Dispensing, Options

Only refresh cancelled scripts

Include meds with future start dates

Refreshed from dispensing at 28/09/2020 2:46:41 PM

Callout boxes:

- Select the correct drug from the drop-down box to be mapped
- NB: All drugs listed are current active drugs from patient’s profile.

myPak software uses generic codes. These generic codes signify that medications have the same generic, strength, form and pack size. The following screen will appear for you add/update the generic code for script drugs.

Map equivalent drugs x

Map equivalent drugs

MyPak has a generic code. Codes in this field are used to signify that medications are the same generic, strength, form and pack size. This screen allows you to add/update the generic code for script drugs

Create permanent mappings

Important!
 If you dispensed a script using something like a blnk code or ? dispensing (ie code is not in dispense) do not create a permanent mapping. These items use the same code so they cannot be used to update pill balances. Also note that their name may appear differently to what you dispensed.

Script			MyPak			
Code	Drug	Pack Size	Code	Drug	Pack Size	
OSTE1	OSTELIN GEL 25mcg 1000IU CAP COLECALCIFEROL 25mcg 1000IU CAP	60	Z_16759	Ostelin 1000iu	0	<input checked="" type="checkbox"/>

Update existing mappings
 Where there is more than one drug sharing the existing generic code, only one drug will be shown

Script			MyPak			
Code	Drug	Pack Size	Move	Code	Drug	Pack Size

Cannot be mapped
 The following scripts have codes that are not unique to a product. They cannot be permanently mapped
 In future create a code for this product in your dispense

Code	Drug

Print
Cancel
Update

Create permanent mapping	Selecting <i>Update</i> will create a permanent map or link between the drug codes shown in this list.
Update existing mappings:	Selecting <i>Update</i> will re-map drugs sharing an existing generic code together as they are currently mapped to a different drug.
Cannot be mapped:	Drugs on this list cannot be mapped with myPak drugs.

Selecting *Cancel* will NOT map these drug codes and will only import the QTY selected above. This is NOT recommended as the drug codes will continue to show in this area for all future dispensed scripts.

Packing

Now that you have completed all your patient's details and profiles, foils can be printed to be packed.

Printing & Sending

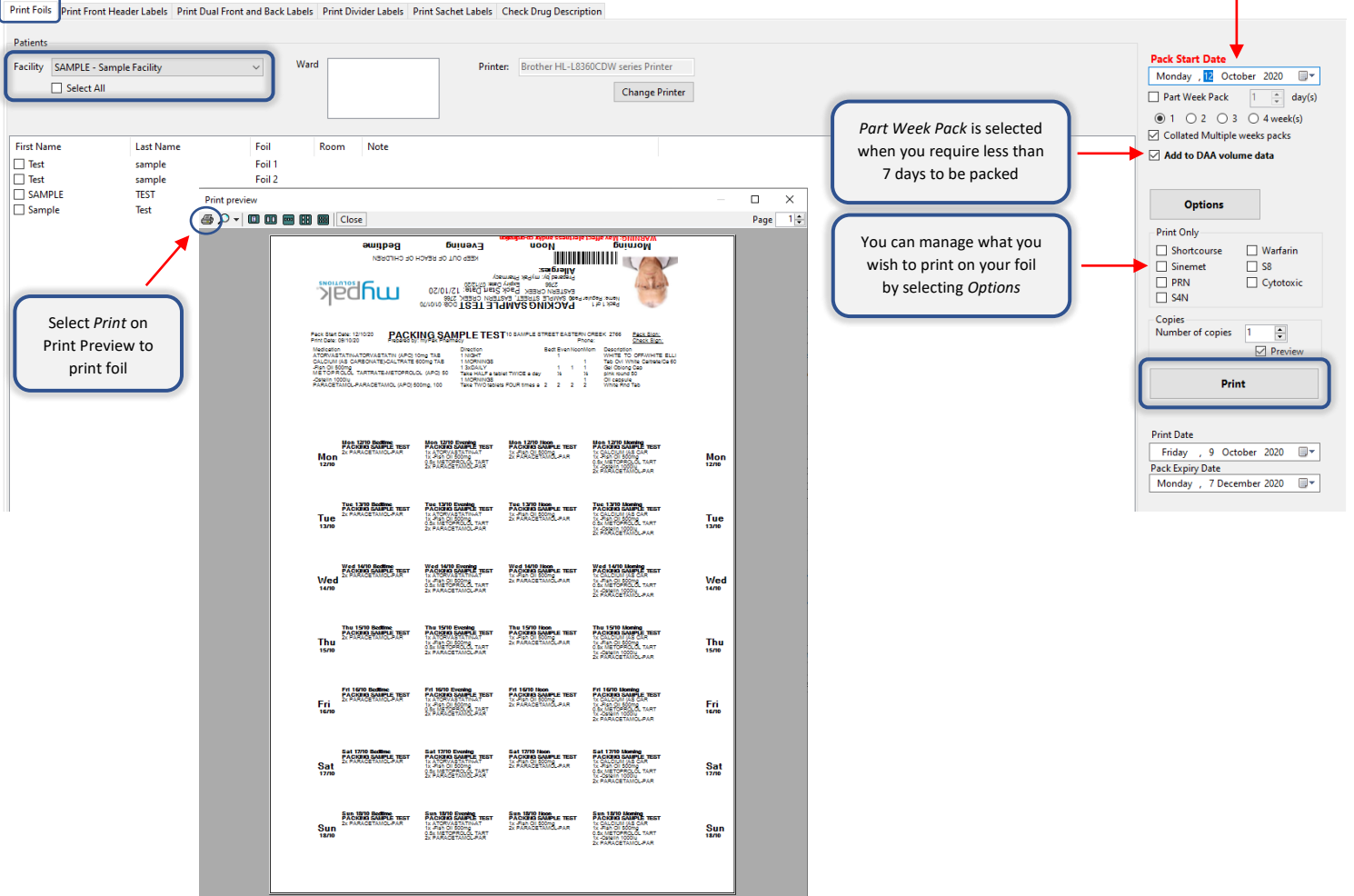
Let's start by setting the default printer to be used for printing your foils.

1. Under *Administration*, select *Options*
2. Select *Printer* tab to assign your default printer

Print Foils

1. Select *Print Foils* tab
2. Select *Facility* from drop-down box
3. Select specific patient or *Select All*
4. Select *Pack Start Date*
5. Select *number of weeks* to print
6. Select *Print* to display a preview of foil
7. Select *Print*

Printing and Sending



The screenshot shows the 'Print Foils' interface. At the top, there are tabs for 'Print Foils', 'Print Front Header Labels', 'Print Dual Front and Back Labels', 'Print Divider Labels', 'Print Sachet Labels', and 'Check Drug Description'. The 'Print Foils' tab is active.

Below the tabs, there are fields for 'Facility' (SAMPLE - Sample Facility), 'Ward', and 'Printer' (Brother HL-L8360CDW series Printer). A 'Change Printer' button is also present.

The main area displays a list of patients with columns for 'First Name', 'Last Name', 'Foil', 'Room', and 'Note'. A 'Print preview' window is open, showing a sample foil with the myPak logo and patient information.

On the right side, there is a control panel. It includes a 'Pack Start Date' dropdown set to 'Monday, 16 October 2020'. Below this are options for 'Part Week Pack' (selected), 'Collated Multiple weeks packs', and 'Add to DAA volume data'. There is an 'Options' section with checkboxes for 'Shortcourse', 'Sinemet', 'PRN', 'SAN', 'Warfarin', 'S8', 'Cytotoxic', and 'Cytotoxic'. A 'Copies' section shows 'Number of copies' set to 1. A 'Print' button is at the bottom of the control panel.

Annotations with red arrows point to specific elements:

- A box on the left says 'Select Print on Print Preview to print foil' pointing to the print icon in the preview window.
- A box on the right says 'Part Week Pack is selected when you require less than 7 days to be packed' pointing to the 'Part Week Pack' checkbox.
- Another box on the right says 'You can manage what you wish to print on your foil by selecting Options' pointing to the 'Options' section.
- A box at the top right says 'Pack Start Date indicates the first day of dose to be administered' pointing to the 'Pack Start Date' dropdown.

Print Front Header Labels

This function is only used for myPak PPak & Disposapak Blister Packs

1. Select *Print Front Header Labels* tab
2. Select *Facility* from drop-down box
3. Select specific patient or *Select All*
4. Select *Pack Start Date*
5. Select *number of weeks* to print
6. Select *Print* to display a preview of front header label/s
7. Select *Print*

Pack Start Date indicates the first day of dose to be administered

Printing and Sending

Print Foils: **Print Front Header Labels** | Print Dual Front and Back Labels | Print Divider Labels | Print Sachet Labels | Check Drug Description

Patients: Facility: **UD7 - Test Facility 1** | Ward: | Printer: Brother HL-L8360CDW series Printer | Change Printer

First Name	Last Name	Foil	Room	Note
<input checked="" type="checkbox"/>	PACKING SAMPLE	TEST	Regular Pack	

Start from Label allows you to print on the next available label.
Example below, print start on Label 2

Print preview

Print preview window showing three labels for a patient: **PACKING SAMPLE TEST**. Each label includes patient information, a list of medications (e.g., CALTRATE 800mg TAB, FISH OIL 500mg, PARACETAMOL), and instructions (e.g., 1x DAILY, Take TWICE a day). The labels are scheduled for **Morning**.

Options:

- Add to DAA volume data
- Print Foil
- Shortcourse
- Sinemet
- PRN
- SAN
- Warfarin
- S8
- Cytotoxic

Copies: Number of copies: 1 | Preview

Print Date: Friday, 9 October 2020

Pack Expiry Date: Monday, 7 December 2020

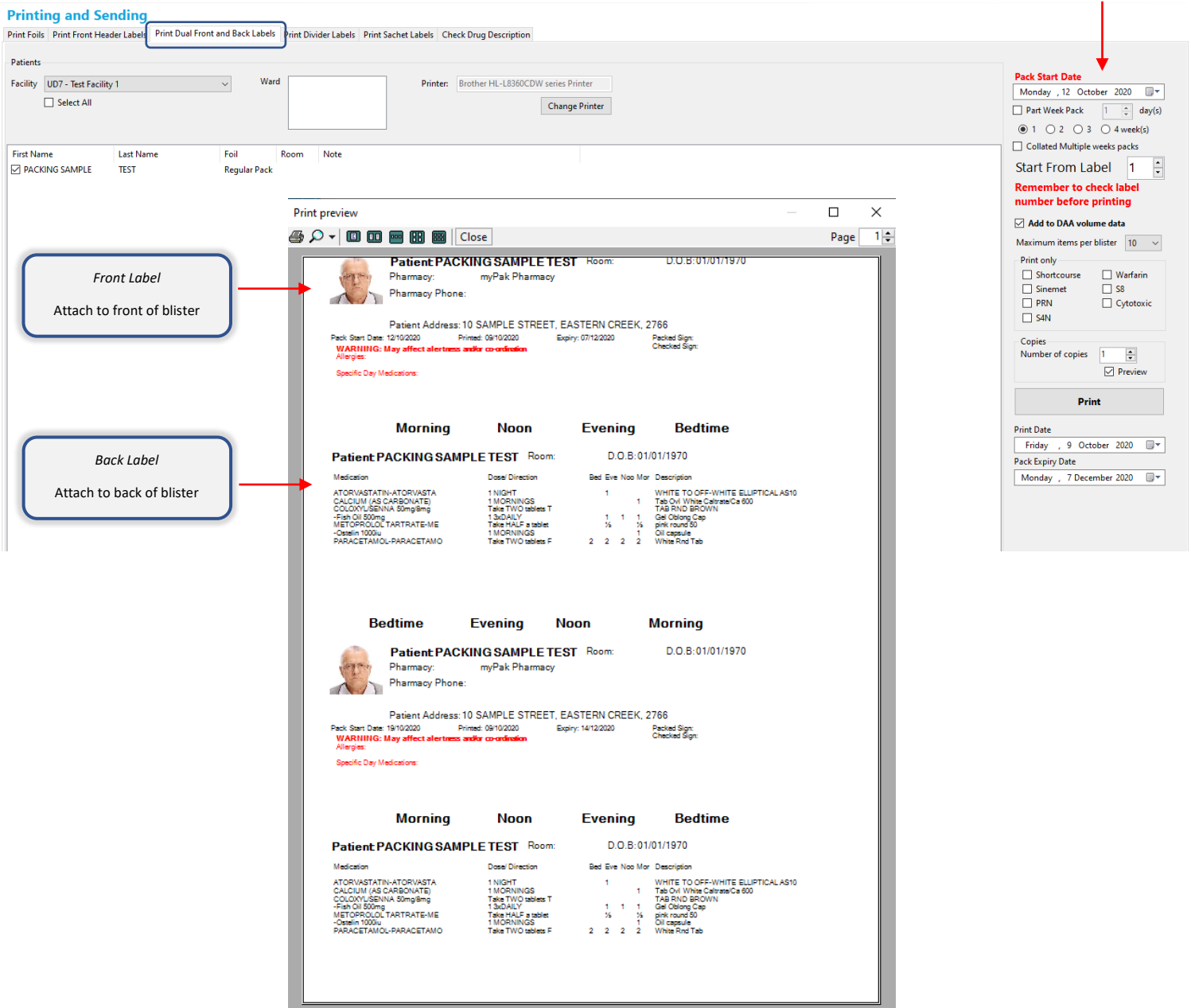
Print Dual Front and Back Labels

This function is only used for myPak PPAK & Disposapak Blister Packs

- Uses the same stationery printed for PPAK front header labels
- Requires 2 labels to be printed for each patient – 1 label for the front and 1 label for the back of blister pack.

1. Select *Print Dual Front and Back Labels* tab
2. Select *Facility* from drop-down box
3. Select specific patient or *Select All*
4. Select *Pack Start Date*
5. Select *number of weeks* to print
6. Select *Print* to display a preview of front header label/s
7. Select *Print*

Pack Start Date indicates the first day of dose to be administered



Printing and Sending

Print Foils | Print Front Header Labels | **Print Dual Front and Back Labels** | Print Divider Labels | Print Sachet Labels | Check Drug Description

Patients

Facility: UD7 - Test Facility 1 | Ward: | Printer: Brother HL-L8360CDW series Printer

First Name: PACKING SAMPLE | Last Name: TEST | Foil: Regular Pack | Room: | Note:

Print preview

Front Label
Attach to front of blister

Back Label
Attach to back of blister

Pack Start Date
Monday, 12 October 2020

Part Week Pack: 1 day(s)
1 (selected) | 2 | 3 | 4 week(s)

Collated Multiple weeks packs

Start From Label: 1

Remember to check label number before printing

Add to DAA volume data

Maximum items per blister: 10

Print only:
 Shortcourse Warfarin
 Sinemet S8
 PRN Cytotoxic
 S4N

Copies:
 Number of copies: 1
 Preview

Print

Print Date: Friday, 9 October 2020
 Pack Expiry Date: Monday, 7 December 2020

Front Label Preview:

Patient: PACKING SAMPLE TEST Room: D.O.B: 01/01/1970
 Pharmacy: myPak Pharmacy
 Pharmacy Phone:
 Patient Address: 10 SAMPLE STREET, EASTERN CREEK, 2766
 Pack Start Date: 12/10/2020 Printed: 09/10/2020 Expiry: 07/12/2020 Packed Sign:
WARNING: May affect alertness and/or co-ordination
 Allergies:
 Specific Day Medications:

	Morning	Noon	Evening	Bedtime
ATORVASTATIN-ATORVASTA	1 NIGHT		1	
CALCIUM (AS CARBONATE)	1 MORNING			1
COLOXYLSENNA 50mg/1mg	Take TWO tablets T			1
-Fish Oil 500mg	1 x DAILY		1	1
METOPROLOL TARTRATE-ME	Take HALF a tablet	1/2	1/2	1
-Oxetin 1000iu	1 MORNING			1
PARACETAMOL-PARACETAMO	Take TWO tablets F	2	2	2

Back Label Preview:

Patient: PACKING SAMPLE TEST Room: D.O.B: 01/01/1970
 Pharmacy: myPak Pharmacy
 Pharmacy Phone:
 Patient Address: 10 SAMPLE STREET, EASTERN CREEK, 2766
 Pack Start Date: 12/10/2020 Printed: 09/10/2020 Expiry: 14/12/2020 Packed Sign:
WARNING: May affect alertness and/or co-ordination
 Allergies:
 Specific Day Medications:

	Bedtime	Evening	Noon	Morning
ATORVASTATIN-ATORVASTA				1
CALCIUM (AS CARBONATE)				1
COLOXYLSENNA 50mg/1mg				1
-Fish Oil 500mg				1
METOPROLOL TARTRATE-ME			1/2	1/2
-Oxetin 1000iu				1
PARACETAMOL-PARACETAMO			2	2

Print Divider Label

Divider Labels are only used in Aged Care Facilities for separating Blister Packs on metal files.

- Order 5 up label sheets from myPak Solutions
1. Select *Print Divider Labels* tab
 2. Select *Facility* from drop-down box
 3. Select specific patient or *Select All*
 4. Select *Print* to display a preview of divider labels
 5. Select *Print*

Printing and Sending

Print Foils | Print Front Header Labels | Print Dual Front and Back Labels | **Print Divider Labels** | Print Sachet Labels | Check Drug Description

Patients
 Facility: Printer: Brother HL-L8360CDW series Printer
 Select All Change Printer

First Name	Last Name	Room
<input type="checkbox"/> Test	sample	
<input checked="" type="checkbox"/> SAMPLE	TEST	
<input type="checkbox"/> Sample	Test	

Start from Label allows you to print on the next available label.
 Example below, print start on Label 3

Start From Label


Remember to check label number before printing

Add to DAA volume data

Copies: Preview

Print

Print preview

NAME: SAMPLE TEST		
FACILITY: Sample Facility	ROOM No.:	
ALLERGIES: TEST SAMPLE		MRS SAMPLE TEST
DOCTOR: TEST SAMPLE		

Print Sachet Labels

Sachet labels are only used in Nursing Homes.

- Requires the same stationery as *Front Header Labels*
1. Select *Print Sachet Labels* tab
 2. Select *Facility* from drop-down box
 3. Select specific patient or *Select All*
 4. Select *Pack Start Date*
 5. Select *number of weeks* to print
 6. Select *Print* to display a preview of front header label/s
 7. Select *Print*

Pack Start Date indicates the first day of dose to be administered

Printing and Sending

Print Foils | Print Front Header Labels | Print Dual Front and Back Labels | Print Divider Labels | **Print Sachet Labels** | Check Drug Description

Patients

Facility: UD7 - Test Facility 1 | Ward: | Printer: Brother HL-L8360CDW series Printer

Select All Print selected drugs only

First Name	Last Name	Foil	Room
<input checked="" type="checkbox"/> PACKING SAMPLE	TEST	Regular Pack	

Print preview

1 ALERT: 2 ALERT:

3 ALERT: 4 ALERT:

PACKING SAMPLE TEST
 Room: D.O.B: 01/01/1970
 Allergies:

Pharmacy: myPak Pharmacy
 Facility: Test Facility 1
 Doctor: TEST SAMPLE
 Printed ON: 12/10/2020
Warning: May affect alertness and/or co-ordination

ATORVASTATIN 40mg long tab Daily	CALCIUM 600mg Tab Following Day
DOLDOXIBENIN 50mg long tab D	Pain 20 800mg 11:00am-12:00pm 11:00am-12:00pm Daily
IBUPROFEN 400mg 200mg long tab 12:00pm-1:00pm Daily	Oxycotin 1000mg 12:00pm Daily
PARACETAMOL 500mg 100 Tab 11:00am-12:00pm 12:00pm-1:00pm Daily	

Actual pill size may differ to printed image

Pack Start Date

Monday, 12 October 2020

1 2 3 4 week(s)

Collated Multiple weeks packs

Start From Label 1

Remember to check label number before printing

Print drugs by foil

Options

Copies
Number of copies 1 Preview

Print Date
Monday, 12 October 2020

Pack Expiry Date
Monday, 7 December 2020

Check Drug Description

It is recommended that all drugs have a description printed on the foil. This function will list all drugs with no description for you to manually add the details e.g. shape, colour and markings.

1. Select *Check Drug Description* tab
2. Select *Facility* from drop-down box
3. Filter drugs to include in display by selecting the tick boxes that is applicable
4. Select *Search*
5. Select the tick box for drugs you wish to update the description or alternatively *Select All*
6. Enter the drug description by double clicking in the blank field
7. Select *Update*

Printing and Sending

Print Foils
Print Front Header Labels
Print Dual Front and Back Labels
Print Divider Labels
Print Sachet Labels
Check Drug Description

Facility All Facilities

Include
 Blister foils Packed items
 Sachet foils PRN items

Search

Select All

Select All	Code	Name	Generic	Strength	Form	Manually add Description to Update
<input type="checkbox"/>	Z_16759	Ostelin 1000iu				
<input checked="" type="checkbox"/>	APOP2	PARACETAMOL (APO) 500mg, 100 TAB	PAR1	500mg, 100	TAB	White rnd tab

Update

Packing & Checking

Packing

This function has been designed to help you fill your blister accurately and efficiently by displaying a visual guide.

If you use Virtual Pill Balance, it is required to pack using this function to subtract the packed tablets from patient pill balance.

1. Select *Packing & Checking*
2. Select *Packing* tab
3. Scan the barcode located on the labels/foil in *Scan Patient Barcode* field
4. Select *Facility*
5. Select *Patient* to be packed
6. Select *number* of weeks to be packed (Tick *Make Default* to apply the setting to future patients)
7. Select the same *Start Date* that matches the label/foil to be packed
8. Scan the barcode of the first drug on the list *OR* manually select the drug and select *confirm* to start packing
9. Proceed to pack according to the visual guide (below is an example if 2 weeks to be packed)
10. Once you have completed packing, scan the drug once again to confirm it has been packed
11. Select *Record Packed* once all medications has been packed. This will subtract all *QTY Packed* from patient's pill balance.

Below highlight colours indicate the following status:

White Highlight	Indicates drug has NOT been scanned
Yellow Highlight	Indicates drugs have been scanned and is in progress of packing
Green Highlight	Indicates drugs has been confirmed as packed
Green Highlight with red text	Indicates drugs has NOT been scanned and manually <i>confirmed</i> by packer

Fill in the following fields to begin packing

QTY to be subtracted from patient's balance

White Highlight: Indicates drug has NOT been scanned

Yellow Highlight: Indicates drugs have been scanned and is in progress of packing

Green Highlight: Indicates drugs has been confirmed as packed

Green Highlight with red text: Indicates drugs has NOT been scanned and manually *confirmed* by packer

Once packing is completed, select Record Packed to subtract packed QTY from patient's pill balance

Select Confirm when drug cannot be scanned

Total QTY to be packed in the blister/s

The barcode is scanned here

Current Balance: 0.00 13xDAILY

Start Date: 25/09/20

Foil	Drug	Generic Name	Pack Type	Mornin	Noon	Evening	Bedtim	Packing Days	Qty Pack
Regular Pack	ATORVASTATIN (APO) 10mg TAB	ATORVASTATIN	Packed			1			14
Regular Pack	CALTRATE 600mg TAB	CALCIUM (AS CARBONATE)	Packed	1					0
Regular Pack	COLOXYL WITH SENNA 50mg/8mg TAB	DOCUSATE & SENNOSIDE B	Packed	2		2			56
Regular Pack	Fish Oil 500mg		Packed	1	1	1			0
Regular	METOPROLOL (APO)	METOPROLOL	Packed	1		1			0

Double click to remove an entry. #Red text indicates drug has not been scanned(Manually selected by packer)#

WEEK 1 OF 2

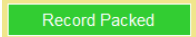
	Bedtime	Evening	Noon	Morning
Monday 12/10/2020		1	1	1
Tuesday 13/10/2020		1	1	1
Wednesday 14/10/2020		1	1	1
Thursday 15/10/2020		1	1	1
Friday 16/10/2020		1	1	1
Saturday 17/10/2020		1	1	1
Sunday 18/10/2020		1	1	1

WEEK 2 OF 2

	Bedtime	Evening	Noon	Morning
Monday 19/10/2020		1	1	1
Tuesday 20/10/2020		1	1	1
Wednesday 21/10/2020		1	1	1
Thursday 22/10/2020		1	1	1
Friday 23/10/2020		1	1	1
Saturday 24/10/2020		1	1	1
Sunday 25/10/2020		1	1	1

Packing FAQ

- How do I revert the packed QTY back to not packed?

To reverse the packed balance from being subtracted, double click on the drug highlighted in **GREEN**. The drug will no longer be highlighted and the QTY Pack is now 0. This can only be done before  has been selected.

- I have selected number of pack weeks and start date but why do all the drugs appear **GREEN**?

Drugs highlighted **GREEN** indicates they've been packed. Check the start date selected matches the start date on your foil.

- I have scanned a drug and the following warning pops up "WARNING - Unable to find matched drug".

The drug scanned does NOT belong in the patient's profile. Select the correct medication and re-scan again. The barcode may incorrect. *(See below how to manage barcodes)*

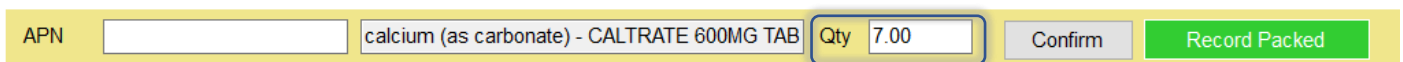
- I am packing my own store brand drug; how do I add the barcode to the drug?

Follow the following steps to manage barcodes:

1. In *Administration*, select *Drugs*
2. Select *Search*
3. Select *Drug*
4. Select *APN* tab
5. Scan new barcode into *Enter an APN to associate* then select *Add or Delete* selected

- What if I am packing a part week? How do I adjust the total QTY to pack?

Once the correct medication has been scanned, manually adjust the QTY field to reflect the amount you wish to subtract.



APN calcium (as carbonate) - CALTRATE 600MG TAB Qty

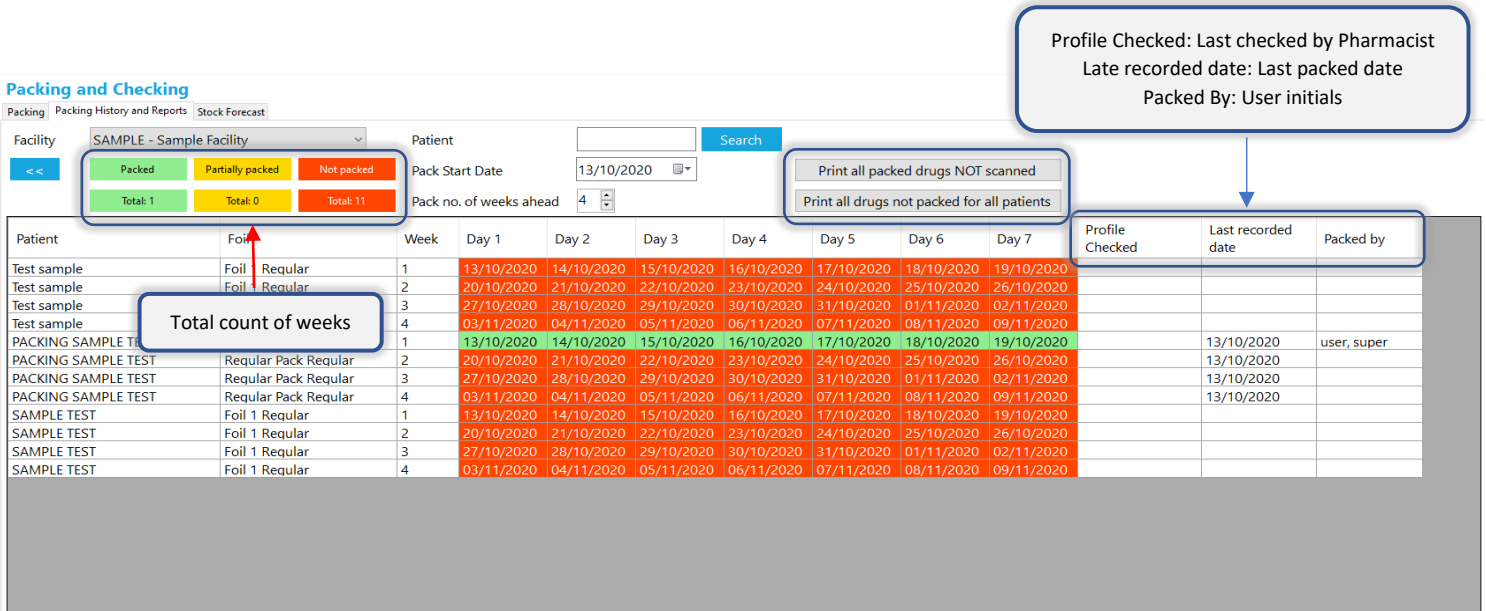
- Can I leave the packing screen to use another function within the software?

It is recommended to complete packing the blister before proceeding to the next task to minimize packing errors. A pop-up warning will appear warning you that there are outstanding drugs that have yet to be scanned and packed. Any drugs that have been confirmed must be reversed before exiting. You will need to re-scan those packed medications again. Alternatively, complete the pack.

Packing History and Reports

You will be able to track the packing status of all blisters – not packed, packed, and partially packed.

1. Select *Packing History and Reports* tab
2. Select *Facility*
3. Select *Pack Start Date*
4. Select *Search*



Packing and Checking

Facility: SAMPLE - Sample Facility | Patient: | Search

Pack Start Date: 13/10/2020 | Pack no. of weeks ahead: 4

Summary: Packed: 1, Partially packed: 0, Not packed: 11

Buttons: Print all packed drugs NOT scanned, Print all drugs not packed for all patients

Patient	Foil	Regular	Week	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Profile Checked	Last recorded date	Packed by
Test sample	Foil	Regular	1	13/10/2020	14/10/2020	15/10/2020	16/10/2020	17/10/2020	18/10/2020	19/10/2020			
Test sample	Foil	Regular	2	20/10/2020	21/10/2020	22/10/2020	23/10/2020	24/10/2020	25/10/2020	26/10/2020			
Test sample			3	27/10/2020	28/10/2020	29/10/2020	30/10/2020	31/10/2020	01/11/2020	02/11/2020			
Test sample			4	03/11/2020	04/11/2020	05/11/2020	06/11/2020	07/11/2020	08/11/2020	09/11/2020			
PACKING SAMPLE TEST			1	13/10/2020	14/10/2020	15/10/2020	16/10/2020	17/10/2020	18/10/2020	19/10/2020		13/10/2020	user, super
PACKING SAMPLE TEST	Regular Pack	Regular	2	20/10/2020	21/10/2020	22/10/2020	23/10/2020	24/10/2020	25/10/2020	26/10/2020		13/10/2020	
PACKING SAMPLE TEST	Regular Pack	Regular	3	27/10/2020	28/10/2020	29/10/2020	30/10/2020	31/10/2020	01/11/2020	02/11/2020		13/10/2020	
PACKING SAMPLE TEST	Regular Pack	Regular	4	03/11/2020	04/11/2020	05/11/2020	06/11/2020	07/11/2020	08/11/2020	09/11/2020		13/10/2020	
SAMPLE TEST	Foil 1	Regular	1	13/10/2020	14/10/2020	15/10/2020	16/10/2020	17/10/2020	18/10/2020	19/10/2020			
SAMPLE TEST	Foil 1	Regular	2	20/10/2020	21/10/2020	22/10/2020	23/10/2020	24/10/2020	25/10/2020	26/10/2020			
SAMPLE TEST	Foil 1	Regular	3	27/10/2020	28/10/2020	29/10/2020	30/10/2020	31/10/2020	01/11/2020	02/11/2020			
SAMPLE TEST	Foil 1	Regular	4	03/11/2020	04/11/2020	05/11/2020	06/11/2020	07/11/2020	08/11/2020	09/11/2020			

There are also 2 reports available:

1. All packed drugs NOT scanned
2. All drugs not packed for all patients

Packed Drugs Not Scanned

Start Date: 13/10/2020

Facility: Sample Facility

PACKING SAMPLE TEST

Drug Name	Drug Code	Direction	Total Packed
ATORVASTATIN (APO) 10mg TAB	ATOR10	1 NIGHT	7.00
CALTRATE 600mg TAB	CA21	1 MORNING	7.00
COLOXYL WITH SENNA 50mg/8mg TAB	CO59		
Fish Oil 500mg	Z_16758		
METOPROLOL (APO) 50mg TAB	METO33		
Ostelin 1000iu	Z_16759		
PARACETAMOL (APO) 500mg, 100 TAB	APOP2		

Drugs Not Packed

Start Date: 13/10/2020

Facility: Sample Facility

SAMPLE TEST

Drug Name	Drug Code	Drug Name	Drug Code
PANAMAX 500mg TAB	PANX1		

Test sample

Drug Name	Drug Code	Drug Name	Drug Code
ATORVASTATIN (APO) 40mg TAB	ATOR22		

Stock Forecast

To further streamline your processes, a report is available to forecast the total amount of stock required to pack 1 to 4 weeks. The report indicates required medication quantity per tablet and pack number. You can then pick the stock from your dispensary to fill the shelves in your packing area ready for packing.

It is recommended to use the Third-Party Packing option within your dispense software when dispensing medications for your patients. The stock dispensed will not be subtracted from your store’s stock on hand.

Using the result on this report, you can manually subtract the required quantity off your stock on hand and place them in your packing area ready for packing. This will also ensure you don’t have a build-up of excessive stock in your packing area providing opportunities to grow your business without compromising your existing space.

1. Select *Facility* or *All Facilities*
2. Select *Start date*
3. Select *Number of weeks* (1 to 4 weeks)
4. Select *Go* to show patients
5. Select *Patients* or *Select All*
6. Select *Print* to display a print preview of the report
7. Select *Print*

Packing and Checking

Packing
Packing History and Reports
Stock Forecast

Facility SAMPLE - Sample Facility

Start Date 19/10/2020

Number of weeks 4 Use as default

Go

Include Patients

Select All Print

First Name	Last Name
<input checked="" type="checkbox"/> Test	sample
<input checked="" type="checkbox"/> PACKING SAMPLE	TEST
<input checked="" type="checkbox"/> SAMPLE	TEST

Blister Packing - Stock Forecast

Facility: Sample Facility
Start Date: 19/10/2020
Number of Weeks: 4

Medication	Quantity	Packs
ATORVASTATIN (APO) 10mg TAB	28.00	0.93
ATORVASTATIN (APO) 40mg TAB	28.00	0.93
CALTRATE 600mg TAB	28.00	0.23
COLOXYL WITH SENNA 50mg/8mg TAB	112.00	1.24
Fish Oil 500mg	84.00	
METOPROLOL (APO) 50mg TAB	28.00	0.28
Ostelin 1000iu	28.00	
PANAMAX 500mg TAB	224.00	2.24
PARACETAMOL (APO) 500mg, 100 TAB	224.00	2.24

Blister Orders

Please note this function only applies for Alpaca Packing Robot only.

You will be able to track all orders that have been sent to the Alpaca.

- **Ward Group:** Select ward tick box to view all orders sent for the selected ward groups.
- **Reverse:** Orders that have been sent to the Alpaca however then cancelled/not packed, MUST be reversed for pill balance to be returned to the patient. The reversed order will be highlighted in pink.
- **All Alpaca Orders Packed:** Produce a report of your search parameters.
- **Clean Blister Orders:** This option can be used to remove old orders that are no longer required from the database. This can be done on a regular basis e.g. Monthly. Please contact myPak Solutions before selecting this option.
- To view a foil that was printed, simply double click on the selected order to view in PDF.

Order History
From To

 Turn on auto refresh
Folder for orders: C:\MyPak\Alpaca Folder
Double click on an order to open the PDF file

Ward TEST TEST1

Select All

<input type="checkbox"/>	Date Sent	Pack Start Date	Patient	Batch	Facility	Ward	Sent By	State	File Name	Resubmitted By	Resubmitted D..	Reversed By	Date
<input type="checkbox"/>	29/03/19 14:24	01/04/2019	packing test	511	Alpaca facility		d, d	New	210000005116.csv				
<input type="checkbox"/>	31/05/19 10:55	03/06/2019	ERIC ADAMS	535	Alpaca facility		d, d	New	210000005352.csv				
<input type="checkbox"/>	31/05/19 10:55	03/06/2019	ERIC ADAMS	545	Alpaca facility		d, d	Reversed	210000005451.csv			d, d	31/05/19
<input type="checkbox"/>	31/05/19 10:55	03/06/2019	DOCTOR DOCTOR	553	Alpaca facility		d, d	New	210000005536.csv				
<input type="checkbox"/>	31/05/19 10:55	03/06/2019	packing test	551	Alpaca facility		d, d	New	210000005511.csv				
<input type="checkbox"/>	31/05/19 10:55	03/06/2019	packing test	575	Alpaca facility		d, d	New	210000005758.csv				
<input type="checkbox"/>	19/06/19 10:08	19/06/2019	ERIC ADAMS	591	Alpaca facility		d, d	New	210000005918.csv				
<input type="checkbox"/>	19/06/19 10:08	19/06/2019	ERIC ADAMS	605	Alpaca facility		d, d	New	210000006052.csv				
<input type="checkbox"/>	26/06/19 11:36	01/07/2019	chan chan	624	Alpaca facility		d, d	Reversed	210000006243.csv			d, d	26/06/19
<input type="checkbox"/>	26/06/19 11:58	01/07/2019	DOCTOR DOCTOR	637	Alpaca facility		d, d	New	210000006373.csv				
<input type="checkbox"/>	26/06/19 11:58	08/07/2019	DOCTOR DOCTOR	644	Alpaca facility		d, d	New	210000006441.csv				
<input type="checkbox"/>	26/06/19 13:06	01/07/2019	chan chan	669	Alpaca facility		d, d	New	210000006694.csv				
<input type="checkbox"/>	26/06/19 16:37	01/07/2019	ERIC ADAMS	672	Alpaca facility		d, d	New	210000006724.csv				
<input type="checkbox"/>	26/06/19 16:37	01/07/2019	ERIC ADAMS	682	Alpaca facility		d, d	New	210000006823.csv				
<input type="checkbox"/>	26/06/19 17:54	24/06/2019	ERIC ADAMS	702	Alpaca facility		d, d	New	210000007028.csv				
<input type="checkbox"/>	26/06/19 17:54	24/06/2019	ERIC ADAMS	719	Alpaca facility		d, d	New	210000007196.csv				
<input type="checkbox"/>	16/07/19 15:41	22/07/2019	ERIC ADAMS	736	Alpaca facility		d, d	New	210000007368.csv				
<input type="checkbox"/>	16/07/19 15:41	22/07/2019	ERIC ADAMS	744	Alpaca facility		d, d	New	210000007448.csv				
<input type="checkbox"/>	23/08/19 17:44	02/09/2019	ERIC ADAMS	806	Alpaca facility	test	d, d	Reversed	210000008063.csv			d, d	23/08/19
<input type="checkbox"/>	23/08/19 17:44	02/09/2019	ERIC ADAMS	817	Alpaca facility	test	d, d	Reversed	210000008179.csv			d, d	23/08/19
<input type="checkbox"/>	23/08/19 17:44	02/09/2019	DOCTOR DOCTOR	822	Alpaca facility	TEST1	d, d	New	210000008223.csv				
<input type="checkbox"/>	23/08/19 17:44	05/09/2019	ERIC ADAMS	834	Alpaca facility	test	d, d	New	210000008346.csv				
<input type="checkbox"/>	23/08/19 17:44	05/09/2019	ERIC ADAMS	844	Alpaca facility	test	d, d	New	210000008443.csv				
<input type="checkbox"/>	23/08/19 17:44	05/09/2019	DOCTOR DOCTOR	852	Alpaca facility	TEST1	d, d	New	210000008520.csv				
<input type="checkbox"/>	28/08/19 13:59	16/09/2019	ERIC ADAMS	871	Alpaca facility	test	d, d	New	210000008711.csv				
<input type="checkbox"/>	28/08/19 13:59	16/09/2019	ERIC ADAMS	884	Alpaca facility	test	d, d	New	210000008841.csv				
<input type="checkbox"/>	28/08/19 13:59	16/09/2019	DOCTOR DOCTOR	894	Alpaca facility	TEST1	d, d	New	210000008940.csv				
<input type="checkbox"/>	28/08/19 13:59	23/09/2019	ERIC ADAMS	908	Alpaca facility	test	d, d	New	210000009084.csv				
<input type="checkbox"/>	28/08/19 13:59	23/09/2019	ERIC ADAMS	916	Alpaca facility	test	d, d	New	210000009169.csv				
<input type="checkbox"/>	28/08/19 13:59	23/09/2019	DOCTOR DOCTOR	924	Alpaca facility	TEST1	d, d	New	210000009244.csv				

Page Number 1

Max item per page 500

Reverse

All Alpaca Orders Packed

Clean Blister Orders

Automatically remove all Blister Orders older than months

Reports and Signing Sheets

There is a wide range of reports and signing sheets available. To display a print preview before printing, follow the process to generate report or signing sheet.

There are 2 tabs to select from: Patient Reports OR Signing Sheets

1. Select *Facility*
2. Select *Patient* or *Select All*
3. Select *Report* or *Signing Sheet* to be printed
4. For signing sheets select *Start Date* (It will print 31 days from start date)
5. Select *Sort Order* and *Name Format*
6. Select the *Options* applicable to print on your report or signing sheet
7. Select *Print* to display a print preview
8. Select *Print*

Reports and Signing Sheets

Patient Reports | **Signing Sheets** | Drug Usage Report | Patient Order Log | Request Script

Patients

Facility: SAMPLE - Sample Facility

Select All

Ward:

First Name	Last Name	Foil	Room	Note
<input checked="" type="checkbox"/> Test	sample	Foil 1		
<input checked="" type="checkbox"/> Test	sample	Foil 2		
<input checked="" type="checkbox"/> PACKING SAMPLE	TEST	Regular Pack		
<input checked="" type="checkbox"/> Sample	Test	Foil 1		
<input checked="" type="checkbox"/> SAMPLE	TEST	Foil 1		

Signing Sheets

- Doctor Orders Chart
- Doctor Orders (Blank Chart)
- All Regular Medication Signing Sheet
- All Regular Medication Signing Sheet (2 weeks)
- PRN signing sheet
- MRS sheet (low care)
- MRS sheet (low care) - Unpacked
- MRS sheet (low care) - Landscape
- Short course signing sheet
- Warfarin signing sheet
- Warfarin signing sheet (NSW)
- Insulin signing sheet (4 weeks)
- Interim signing sheet
- Interim signing sheet - Blank Chart
- Phone, Nurse Orders, Stat Dose (PDF)
- Short Course, Interim Signing Sheet (PDF)
- Resident Medication Chart Cover Sheet
- Phone Orders Only (PDF)

Sort Order: First Name Last Name

Name Format: Last Name, First Name

Start Date: Tuesday, 1 December 2020

Options

Copies

Number of copies: 1

Collated Copies Preview

Print

If you are managing patient's *Virtual Pill Balance*, it is highly recommended to generate report *Patients Not Linked to Dispense* on a regular basis. Any patients listed on this report is required to be linked to your dispense software as soon as possible.

Refer to page 11 to link those patients to your dispense software.

Drug Usage Report

There are various reports available that can be generated per patient for your aged care facilities.

1. Select *Drug Usage Report* tab
2. Select *Facility*
3. Select *Date range* to display drug usage during that period
4. Select from the various *Drug Groups* to reflect on report

There are 3 report formats you can select from:

1. Patient Listing: List of patients on selected Drug Group
2. Usage Chart: Data converted to a graph on selected Drug Group
3. Summary Drug Usage Report: Summary of usage for all Drug Groups in CSV format.

Reports and Signing Sheets

Patient Reports | Signing Sheets | Drug Usage Report | Patient Order Log | Request Script

Patients
 Facility: Wards:

From: To:

Antibiotics Drugs Eye Conditions Schedule 8 Drugs
 Psychotropic Drugs Blood Drug PRN Drugs

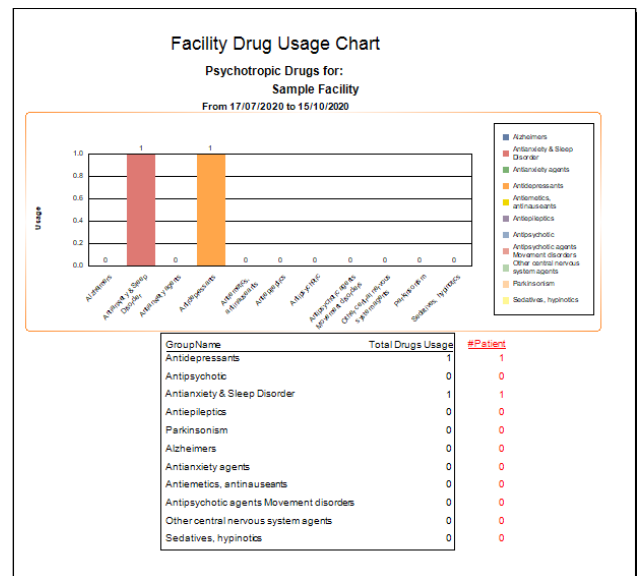
Include Deceased Patients

For reporting purposes Medicines have been assigned into only ONE category based on emims as a reference.

1. Patient Listing Report

Facility Drug Usage Report				
From 17/07/2020 to 15/10/2020				
Psychotropic Drugs for: Sample Facility				
Antianxiety & Sleep Disorder		Date Started	Date Ended	Pack Type
ALPR36	ALPRAX 1 1mg TAB			
PACKING SAMPLE TEST	Take ONE tablet at night	14-Oct-2020		Packed
Antidepressants		Date Started	Date Ended	Pack Type
EFEX4	EFEXOR XR 75mg SR-CAP			
PACKING SAMPLE TEST	Take ONE tablet in the morning	14-Oct-2020		Packed

2. Usage Chart



3. Summary Drug Usage Report

myPak Pharmacy Generated 15/10/2020 From 17/07/2020 to 15/10/2020										
	Total Residents	Residents on Antibiotics	% Antibiotic use	Residents on Anti Psychotics	% Anti-Psychotics	Residents on Anti Depressant	% Anti-Depressant	Residents on blood drugs	% Blood drugs	Patients on >=9 Me
Sample Facility	4	0	0.00%	0	0.00%	1	25.00%	0	0.00%	
		# Patients	% of Patients	Patient Name	Drug Name	Direction	Pack Type	Start Date	End Date	
Antibiotics	Total	0	0.00%							
Antibiotics	Antivirals	0	0.00%							
Blood Drugs	Total	0	0.00%							
Blood Drugs	Anticoagulants/Anti-thrombotics - Other	0	0.00%							
Eye Drugs	Total	0	0.00%							
Eye Drugs	Dry Eyes	0	0.00%							
Psychotropic Drugs	Total	1	25.00%							
Psychotropic Drugs	Antidepressants	1	25.00%	PACKING SAMPLE TEST	EFEXOR XR 75mg SR-CAP	Take ONE tablet in the morning	Packed	14/10/2020		
Psychotropic Drugs	Antianxiety & Sleep Disorder	1	25.00%	PACKING SAMPLE TEST	ALPRAX 1 1mg TAB	Take ONE tablet at night	Packed	14/10/2020		
Psychotropic Drugs	Sedatives, hypnotics	0	0.00%							
Schedule 8 drugs	Total	0	0.00%							
PRN drugs	Total	0	0.00%							
Patients on more than 9 drugs	Total	1	25.00%							

Request Script

This function is used to generate a script request report to send to your Doctors. It can be printed or saved as PDF.

Before using this function, ensure you have entered in your Pharmacy details in *Administration > Options*. Refer to page 46.

You must also have the correct Doctor's details set up which can be managed in *Administration > Doctors*. Refer to page 45.

1. Select *Request Script* tab
2. Select a *Doctor, Patient Name* or *Facility*
3. Select the script from the list to be requested. Alternatively, you can select *Select all*.
4. Select *Print* or *Save as PDF* to generate script request report.

Reports and Signing Sheets

Patient Reports | Signing Sheets | Drug Usage Report | Patient Order Log | **Request Script**

By Doctor: Script owing is based on the following 4 conditions
1. There is already a script owing
2. Pill balance is already negative
3. Pill balance will be negative in one week
4. No more repeat left

Or, By Patient:

Or, By Facility:

Always remove these drugs from Report

Patient Name	Medication	Direction	Repeats Left	Request Script	Facility	Address	Doctor Name	Doctor Fax	Doctor Phone	IsPR
TEST, PACKING SAMPLE	ALPRAX 1 1mg TAB-ALPRAZOLAM	Take ONE tablet...		<input checked="" type="checkbox"/>	Sample Facility	10 SAMPLE STREET, EASTERN ...	TEST SAMPLE			False
TEST, PACKING SAMPLE	ATORVASTATIN (APO) 10mg TAB-ATORVASTATIN	1 NIGHT		<input checked="" type="checkbox"/>	Sample Facility	10 SAMPLE STREET, EASTERN ...	TEST SAMPLE			False
TEST, PACKING SAMPLE	CALTRATE 600mg TAB-CALCIUM (AS CARBONATE)	1 MORNINGS		<input checked="" type="checkbox"/>	Sample Facility	10 SAMPLE STREET, EASTERN ...	TEST SAMPLE			False
TEST, PACKING SAMPLE	COLOXYL WITH SENNA 50mg/8mg TAB-DOCUSATE & SENNOSIDE B	Take TWO table...		<input type="checkbox"/>	Sample Facility	10 SAMPLE STREET, EASTERN ...	TEST SAMPLE			False
TEST, PACKING SAMPLE	EFEXOR XR 75mg SR-CAP-VENLAFAXINE	Take ONE tablet...		<input type="checkbox"/>	Sample Facility	10 SAMPLE STREET, EASTERN ...	TEST SAMPLE			False
TEST, PACKING SAMPLE	Fish Oil 500mg	1 3xDAILY		<input type="checkbox"/>	Sample Facility	10 SAMPLE STREET, EASTERN ...	TEST SAMPLE			False
TEST, PACKING SAMPLE	METOPROLOL (APO) 50mg TAB-METOPROLOL TARTRATE	Take HALF a ta...		<input type="checkbox"/>	Sample Facility	10 SAMPLE STREET, EASTERN ...	TEST SAMPLE			False
TEST, PACKING SAMPLE	Ostelin 1000iu	1 MORNINGS		<input type="checkbox"/>	Sample Facility	10 SAMPLE STREET, EASTERN ...	TEST SAMPLE			False
TEST, PACKING SAMPLE	PARACETAMOL (APO) 500mg, 100 TAB-PARACETAMOL	Take TWO table...		<input type="checkbox"/>	Sample Facility	10 SAMPLE STREET, EASTERN ...	TEST SAMPLE			False
TEST, SAMPLE	PANAMAX 500mg TAB-PARACETAMOL	Take TWO table...		<input type="checkbox"/>	Sample Facility	10 SAMPLE STREET, EASTERN ...	TEST SAMPLE			False

Script Request Options

Do not select PRN drugs

Do not show In Hospital Patients

Print 1 page per patient

Group by Doctors

Show Medication profile on Script request

Do not select Unpacked items

Order by Doctor's Last Name

Select drugs with repeats below

Limit search to scripts in the last days

Use pre-generated script request

Prescription Request Form Date printed: 15/10/2020

For Doctor: **TEST SAMPLE** Doctor Fax:
 Pharmacy details: myPak Pharmacy Doctor Phone:

(Fax)

Prescriptions for these patients below are required to continue supply for the listed medications

Patient
PACKING SAMPLE TEST Medicare: DOB: 01/01/1970
 10 SAMPLE STREET, EASTERN CREEK, 2766

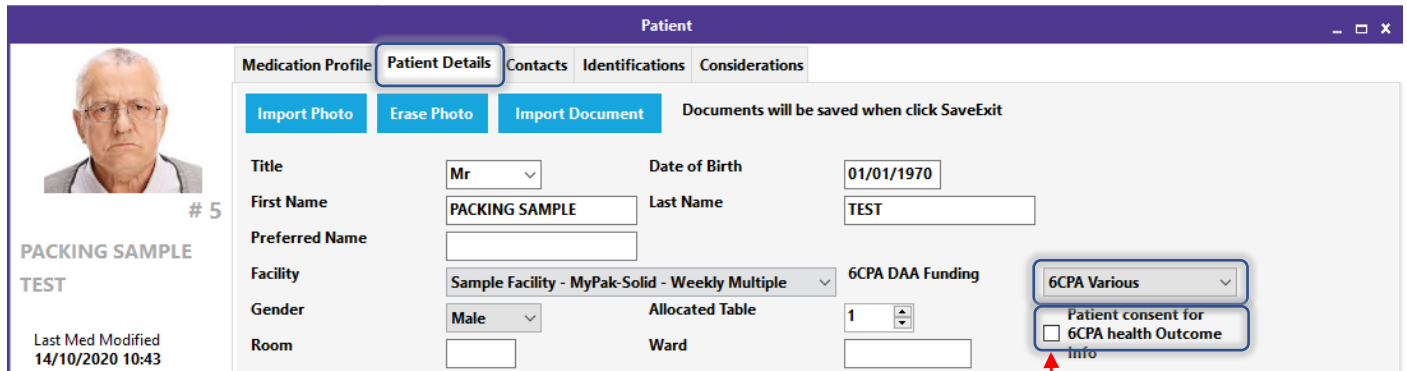
Medication	Repeats Left
<input type="checkbox"/> ALPRAX 1 1mg TAB-ALPRAZOLAM	
<input type="checkbox"/> ATORVASTATIN (APO) 10mg TAB-ATORVASTATIN	
<input type="checkbox"/> CALTRATE 600mg TAB-CALCIUM (AS CARBONATE)	

Pack Type	Medication	Direction	Morning	Noon	Evening	Bedtime
Packed	ALPRAX 1 1mg TAB-ALPRAZOLAM	Take ONE tablet at night				1
Packed	ATORVASTATIN (APO) 10mg TAB-ATORVASTATIN	1 NIGHT			1	
Packed	CALTRATE 600mg TAB-CALCIUM (AS CARBONATE)	1 MORNINGS	1			
Packed	COLOXYL WITH SENNA 50mg/8mg TAB-DOCUSATE & SENNOSIDE B	Take TWO tablets TWICE a day	2		2	
Packed	EFEXOR XR 75mg SR-CAP-VENLAFAXINE	Take ONE tablet in the morning	1			
Packed	Fish Oil 500mg	1 3xDAILY	1	1	1	
Packed	METOPROLOL (APO) 50mg TAB-METOPROLOL TARTRATE	Take HALF a tablet TWICE a day	½		½	
Packed	Ostelin 1000iu	1 MORNINGS	1			
Packed	PARACETAMOL (APO) 500mg, 100 TAB-PARACETAMOL	Take TWO tablets FOUR times a day	2	2	2	2

PPA Claiming

Before using this function, patients who are eligible to claim PPA must have 1 out of the 4 conditional criteria selected and Medicare number or DVA number saved in patient details. *Refer to page 11*

If you have set your facility as *Community/Self-care Patient*, all patients have criteria *PPA Various* pre-selected. If the facility has been set as *Nursing Home/Hostel* then all patients will have criteria *Not Eligible* pre-selected.



The screenshot shows the 'Patient Details' tab of a software interface. On the left, there is a patient photo and name 'PACKING SAMPLE TEST' with a '# 5' indicator and a timestamp 'Last Med Modified 14/10/2020 10:43'. The main form area contains several fields: Title (Mr), Date of Birth (01/01/1970), First Name (PACKING SAMPLE), Last Name (TEST), Preferred Name (empty), Facility (Sample Facility - MyPak-Solid - Weekly Multiple), Gender (Male), Allocated Table (1), and Room (empty). A dropdown menu for '6CPA DAA Funding' is set to '6CPA Various'. Below this, there is a checkbox labeled 'Patient consent for 6CPA health Outcome Info' which is currently unchecked. A red arrow points to this checkbox from a callout box below.

Tick this box to provide delivery of Health Outcome data for the 5 nominated patients.
This will populate *PPA Programs Med Profile Portal Claim Template* with details required for claiming.

PPA Portal Claim Template

You are now ready to generate a report to export the data onto the PPA Portal for claiming.

1. Select *PPA Portal Claim Template* tab
2. Select the *date range* to be claimed
3. Select *Search PPA Patients* to display a list of PPA Eligible patients with their Medicare number and date of service within your selected date range.
4. Select *Inactive Patients highlighted in red* if you wish to include inactive/deceased patients in your claim for this period.
5. Select *Export to Excel* to convert the data into an excel format saved to your *Documents*
6. Copy and paste the data in the excel sheet onto your PPA Portal for claiming.

6CPA Claiming
6CPA Portal Claim Template | 6CPA programs Med Profile Portal Claim Template | DAA Volume Data Report

6CPA Portal Claim Template

From Tuesday, 1 September 2020 To Wednesday, 30 September 2020

Medicare number will show unless:
Patient DVA number entered (will override Medicare number).

Search 6CPA patients

First Name	Last Name	Medicare number	Date of Service	Remove Entry
PACKING SAMPLE	TEST		07/09/2020	<input type="checkbox"/>
SAMPLE	TEST		07/09/2020	<input type="checkbox"/>
TESTING SAMPLE	TEST		07/09/2020	<input type="checkbox"/>
SAMPLE	TEST		14/09/2020	<input type="checkbox"/>
PACKING SAMPLE	TEST		14/09/2020	<input type="checkbox"/>
TESTING SAMPLE	TEST		14/09/2020	<input type="checkbox"/>
LESLEY	JACKO		18/09/2020	<input type="checkbox"/>
PACKING SAMPLE	TEST		21/09/2020	<input type="checkbox"/>
SAMPLE	TEST		21/09/2020	<input type="checkbox"/>
TESTING SAMPLE	TEST		21/09/2020	<input type="checkbox"/>
TESTING SAMPLE	TEST		28/09/2020	<input type="checkbox"/>
SAMPLE	TEST		28/09/2020	<input type="checkbox"/>
PACKING SAMPLE	TEST		28/09/2020	<input type="checkbox"/>
Test	sample		28/09/2020	<input type="checkbox"/>
PACKING SAMPLE	TEST		29/09/2020	<input type="checkbox"/>
PACKING SAMPLE	TEST		30/09/2020	<input type="checkbox"/>
Test	sample		30/09/2020	<input type="checkbox"/>
SAMPLE	TEST		30/09/2020	<input type="checkbox"/>
Sample	Test		30/09/2020	<input type="checkbox"/>
TESTING SAMPLE	TEST		30/09/2020	<input type="checkbox"/>

Number of patients - 6

Total = 20

Patient Name is not included on Excel Export

Inactive Patients highlighted red. Select here to include in Export.

Export to Excel

Please Note for blister pack Patients:
If 2 weeks is being packed in the one blister pack, you will need to select the tick box in each patients profile to display 2nd weeks Start date.

DAA Volume Data Report

This function is used to produce reports to indicate the volume of packs printed.

1. Select *DAA Volume Data Report* tab
2. Select the *date range* you wish to report for
3. Select *Search Eligible PPA Patients*

6CPA Portal Claim Template
6CPA programs Med Profile Portal Claim Template
DAA Volume Data Report

DAA Volume Data Report

From Tuesday, 1 September 2020 To Wednesday, 30 September 2020
DAA Volume Report Max Year 1

Foil
 Front Label
 Dual Label
 Sachet

Search Eligible 6CPA patients

Eligible 6CPA patients on more than 5 medications

First Name	Last Name	Number of foils printed	Total weeks eligible	Total weeks claimable
PACKING SAMPLE	TEST	7	4	4
LESLEY	JACKO	1	4	1

Eligible 6CPA patients on program

First Name	Last Name	Number of foils printed	Total weeks eligible	Total weeks claimable
SAMPLE	TEST	5	4	4
TESTING SAMPLE	TEST	5	4	4
Test	sample	2	4	2
Sample	Test	1	4	1

Show Report for Eligible 6CPA patients
Total Printed Report
Stock Control

Show Community Patient Only. If unselected, all patients will be included.

DAA print log (default shows the log for the last 7 days)

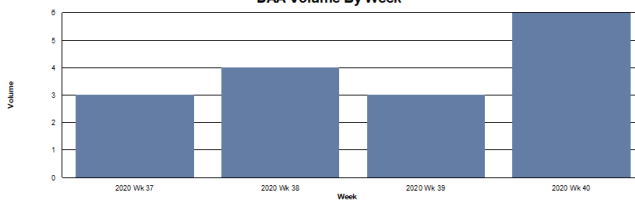
From 16/10/2020 To 16/10/2020 If you need to exclude an entry from the report, double click on it.

Excluded	Facility	Community	Item	Count	Date	User	Notes
No	Sample Facility	Yes	Foil	4	16/10/2020	admin	
No	Sample Facility	Yes	Foil	4	16/10/2020	admin	
No	Weekly Packs	Yes	Foil	4	16/10/2020	admin	

Pharmacy: myPak Pharmacy
 Pharmacy Approval Number:
 Phone: 02 1234 5468
 Address: 10 myPak Street, myPak NSW 1234

Between 1/09/2020 to 30/09/2020 - Community patients only

DAA Volume By Week



	2020 Wk 37	2020 Wk 38	2020 Wk 39	2020 Wk 40	Total
Patients Packed	3	4	3	6	16
Total	3	4	3	6	16

Pharmacy: myPak Pharmacy
 Pharmacy Approval Number:
 Phone: 02 1234 5468
 Address: 10 myPak Street, myPak NSW 1234

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Administration

Drugs

This function is used to manage myPak drug database.

1. Select *Drugs*
 - Select *New* to add a new drug to the database
 - Select *Search* to locate drugs either by scanning the barcode or entering in drug name. Double click on drug entry to view its details.
2. *Drugs* details:
 - Edit drugs details if required
 - Add barcodes (APN) to drug for scanning
 - Add a drug to a *Drug Group* to include in *Drug Usage Report*. Refer to page 39.
 - Set a drug as an *Authorised Drug* for the Alpaca Canister (highlighted in orange) or manual packing (highlighted in green)
 - Generate a drug usage report to indicate all patients on this drug and their respective facilities
 - Tick *Use the following drug name for printing* to alter the name to be displayed on foils, reports and signing sheets

Drugs

Capsule or Tablet Only Search by Drug Name or Barcode ? 16867 drugs found

Show authorised medicines only

Code	Name	Generic Name	Generic ...	Supplier	Group
.80055	*B/MORE OMEGA DAILY O/LESS	FISH OIL	.80056		
.80311	*CLINDAMYK 150MG	CLINDAMYCIN	.80312		Antibacteria
.80043	*ETH NUT ZINC MAINTAIN	ZINC COMPLEX	.80044		
.80049	*SWISSE SALMON OIL	SALMON OIL	.80050		
USEPV1	.PHENOXYMETHYLPENICILLIN	PHENOXYMETHYLPENICILLIN			
.82559	4LIFE TRI-FACTOR				
MYPA102	50+ Multi (Cenovis) CAP				
.2	A VERY PINK DRUG				
CITA26	A-CITALOPRAM 20mg TAB				
ABAC5	ABACAVIR/LAMIVUDINE (APO)				
ABLA1	ABACAVIR/LAMIVUDINE (GH)				
ABAC6	ABACAVIR/LAMIVUDINE (MYL)				
ABAC7	ABACAVIR/LAMIVUDINE (SUN)				
ABB1	ABBOCILLIN V 125mg TAB				
ABB6	ABBOCILLIN V 125mg/5mL SYR				
ABB9	ABBOCILLIN V 150mg/5mL, 10				
ABB7	ABBOCILLIN V 250mg/5mL SYR				
ABB4	ABBOCILLIN VK 250mg CAP				
ABB2	ABBOCILLIN VK 250mg TAB				
ABTX1	ABBOCILLIN VK 500mg TAB				
▶ ABIL1	ABILIFY 10mg TAB				
ABIL2	ABILIFY 15mg TAB				
ABIL3	ABILIFY 20mg TAB				
ABIL4	ABILIFY 30mg TAB				
ABIL5	ABILIFY 5mg TAB				
ABIL9	ABILIFY MAINTENA 300mg + D				
ABIL6	ABILIFY MAINTENA 400mg + D				
ABIS8	ABISART 150 150mg TAB				
ABIS3	ABISART 150mg TAB				
ABIS9	ABISART 300 300mg TAB				
ABIS4	ABISART 300mg TAB				
ABIS7	ABISART 75 75mg TAB				
ABIS2	ABISART 75mg TAB	IRBESARTAN	IRBE6	ALPHAPHARM PTY LTD	
.82067	ABISART HCT 150/12.5MG	IRBESARTAN/HCT	.82068		
ABIS5	ABISART HCT 150mg/12.5mg TAB	IRBESARTAN/HYDROCHLOROTHIA...	IRBE4	ALPHAPHARM PTY LTD	
ABIS6	ABISART HCT 300mg/12.5mg TAB	IRBESARTAN/HYDROCHLOROTHIA...	IRBE5	ALPHAPHARM PTY LTD	
ABIS1	ABISART HCT 300mg/25mg TAB	IRBESARTAN/HYDROCHLOROTHIA...	IRBE9	ALPHAPHARM PTY LTD	
ABIS10	ABISART HCTZ 150mg/12.5mg TAB	IRBESARTAN/HYDROCHLOROTHIA...	IRBE4	ALPHAPHARM PTY LTD	

Drug

Code: ABIL1 Generic Code: ARIP1

Name: ABILIFY 10mg TAB

Supplier: OTSUKA AUSTRALIA PHARMACE Strength: 10mg

Description: PINK RECTANGULAR-SHAPED A-008 Type: TABLET

Generic Name: ARIPIRAZOLE

Alternate Brands: ABILIFY, ARIPIRAZOLE (GH), ARIPIRAZOLE (SANDOZ), ARIPIRAZOLE (APO)

Schedule: 4 Cytotoxic

Pack Size: 30 Shelf Life:

Drug Group: Antipsychotic

Authorised Drug: Use the following:
 No
 Yes - Manual
 Yes - Canister

Find patients on this drug:
 Facility:
 Sort Order: First Name Last Name
 Show Patient Balance
 From: 16/09/2020 To: 16/10/2020

View Edit Preferred Brands

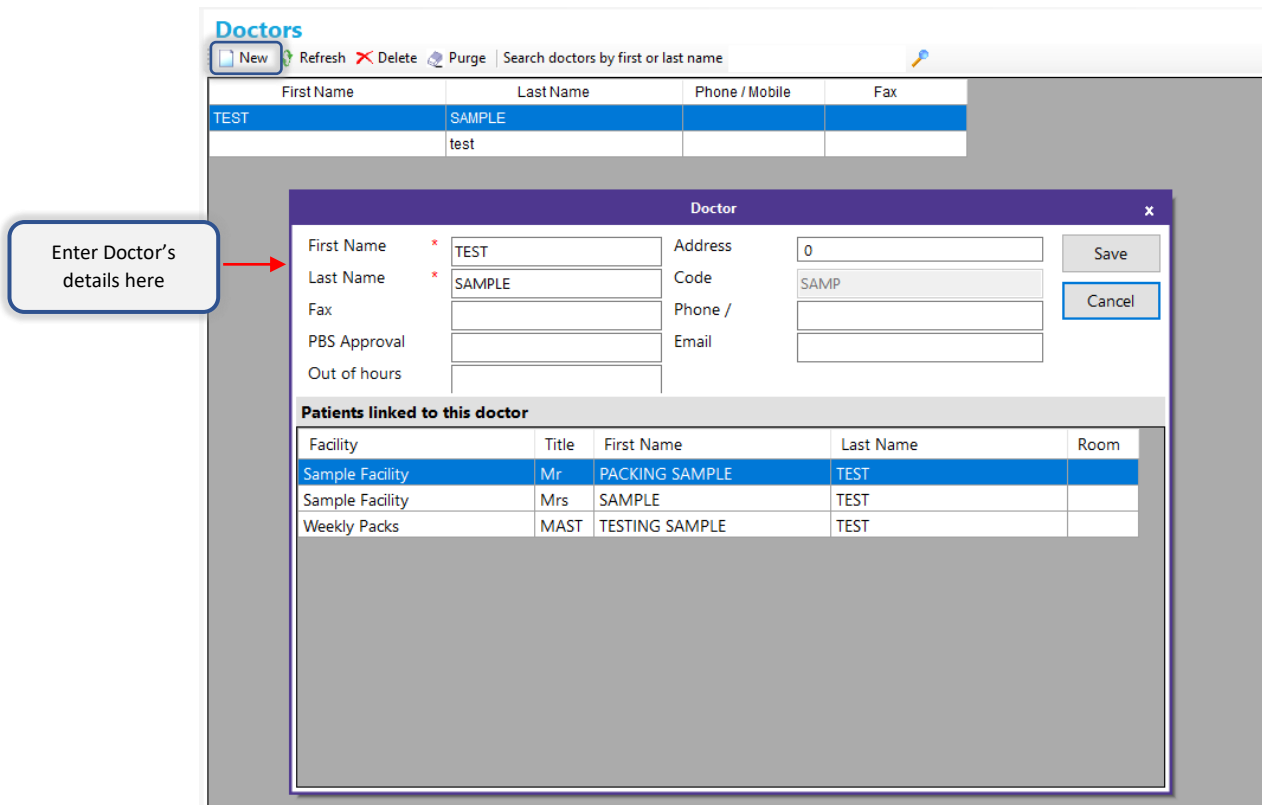
Associated APN(s):
 9323820000939
 9351685000054

Enter an APN to associate:
Scan or enter to add barcode to drug

Doctors

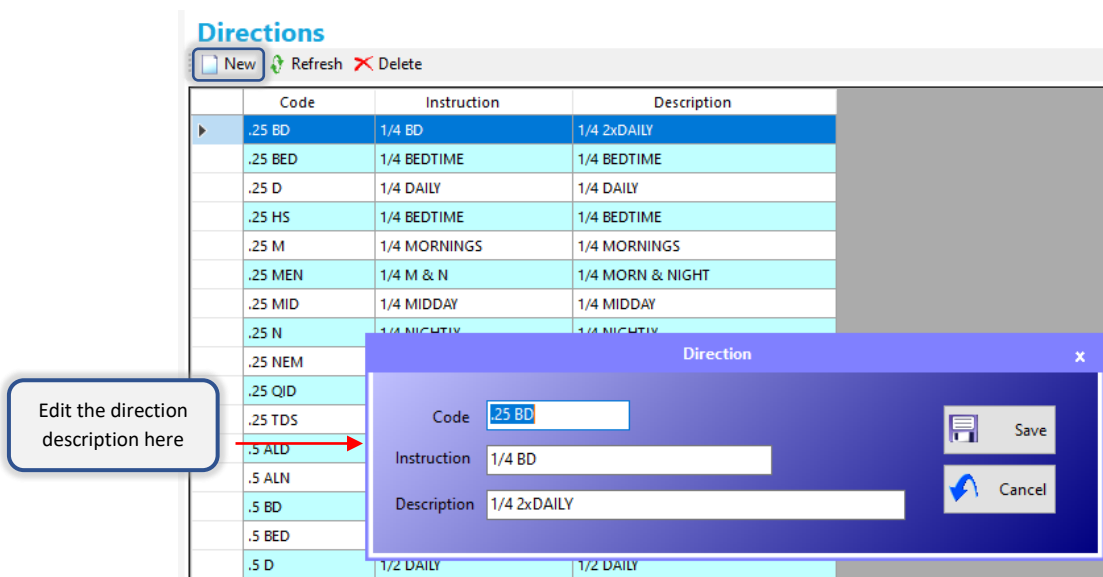
This function is used to manage your Doctors details. Doctors are required to be created prior to being assigned to the patient. This is also required for *Request Script* function. Refer to page 40.

1. Select Doctors
2. Select *New* to add new Doctor details



Directions

There are pre-populated directions available to you however you can create your own or edit the existing directions.



Options

You can manage your Pharmacy's details and set your Printer settings via the Options Tab.

For all other tabs, please refer to myPak Solutions support for further assistance. Changing these options will affect the way your software operates.

Options



General **Printer** Dispense System Additional Advanced Import/Export to Files

User Settings

Pharmacy	<input type="text" value="myPak Pharmacy"/>	Pharmacy ID	<input type="text" value="1111"/>
Phone	<input type="text" value="02 1234 5468"/>	Approval #	<input type="text" value="12345A"/>
Fax	<input type="text"/>		(max. 4 alphanumeric)
Address	<input type="text" value="10 myPak Street, myPak NSW 1234"/>		

Use Acrobat to preview report
 Use Long Instructions

[Run Updater](#)
[Backup](#)
[Event Log](#)
[Check Announcement](#)
[Post Program Data](#)

 Purge [Reset Keys](#) Use Reset Keys when you are having problem in saving or deleting data  Save

Drug Data & Image Updates

Updater Program:

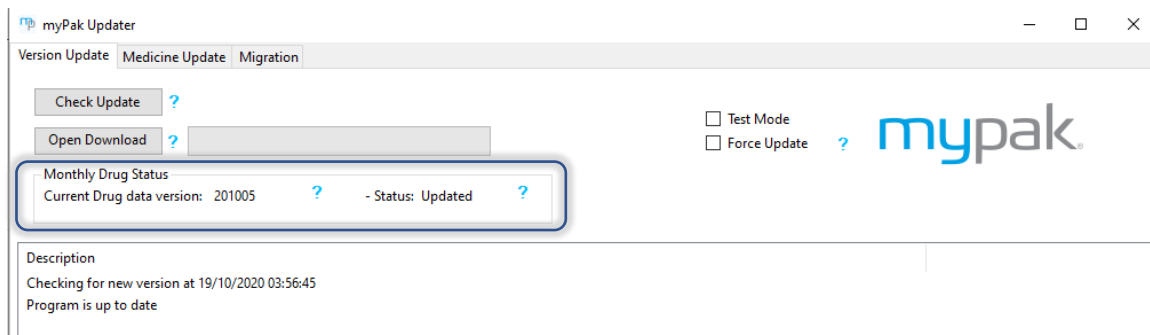
The *Updater* will be automatically run in the background every time you open the myPak software. It will automatically download any drug data and updates to drug images when available from the myPak Solutions server.

The drug updates are generally available and downloaded at the start of every month. To ensure your myPak software has run the latest drug update, follow the below steps:

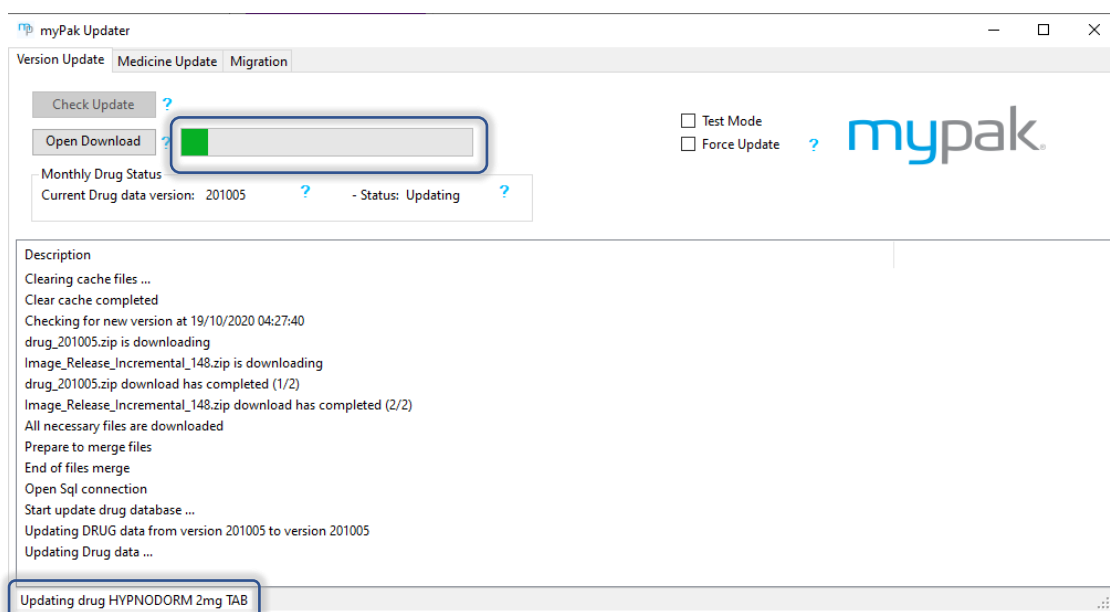
1. Select the myPak updater icon by ticking the arrow to expand all your hidden icons from your taskbar



2. Every time you open the updater, it will check to make sure the software and drug data are up to date.
3. *Monthly Drug Status* will display the current version of the drug data.



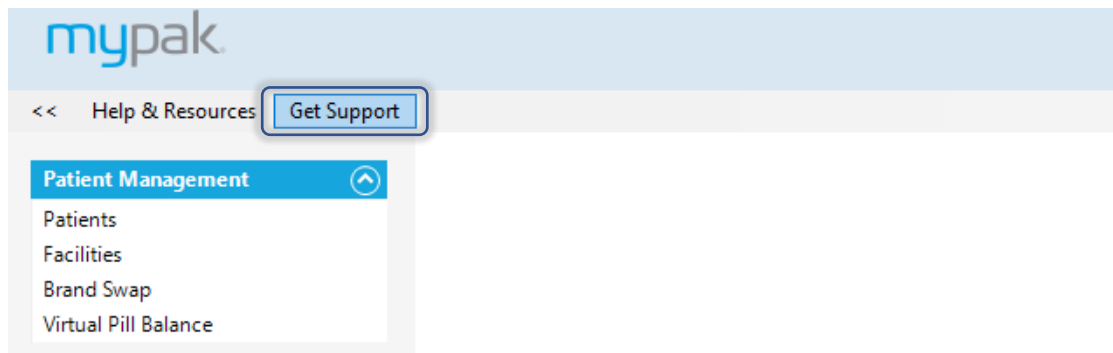
4. Select *Check Update* to update your software, drug data and monthly drug images to the latest update



myPak Support

Please submit a Support Case for further assistance and support.

1. Select *Get Support* from the myPak software
2. This will take you to our website, please submit a support case by completing all the applicable fields.
3. You can also access this page via <https://www.mypaksolutions.com.au/support/>



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support@mypaksolutions.com.au



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